

## The AmeriCorps\*State Planning Grant

*Request for Grant Application (RFGA)*

**AC-VSG-11-1273-00**

<b><u>DEADLINE</u></b>	<p>Applications shall be submitted <b>on or before 3:00 p.m. (MST) on May 27, 2010</b> at Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. <b><u>TELEFAXED, ELECTRONIC OR LATE APPLICATIONS WILL NOT BE ACCEPTED.</u></b> Please mail or deliver one (1) original document marked "ORIGINAL" and eight (8) copies.</p> <p><b>Applicants are cautioned not to rely on next day U.S. Postal mail services.</b> Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.</p>
<b><u>SPECIAL ACCOMMODATIONS</u></b>	<p>Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Sarah Bean, email: sbean@az.gov or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.</p>
<b><u>PRE-APPLICATION CONFERENCE</u></b>	<p>Prospective applicants are encouraged to attend a conference on Monday May 3, 2010 starting at 1:00 pm at the Carnegie Center 1101 West Washington Street Phoenix, AZ. The purpose of the meeting is to discuss and clarify this Request for Grant Application.</p>
<b><u>PROCUREMENT GUIDELINES</u></b>	<p>In accordance with A.R.S. §41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office for Children, Youth and Families at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. <b>TELEFAXED, ELECTRONIC OR LATE GRANT APPLICATIONS WILL NOT BE CONSIDERED.</b></p> <p><u>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope.</u></p> <p>All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited</p>

	<p>above. Additional instructions for preparing a grant application are included within this document.</p> <p><b>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</b></p>
<b><u>CONTRACT INFORMATION</u></b>	<p><b>GRANT TITLE:</b> AmeriCorps*State Planning Grant</p> <p><b>CONTRACT TYPE:</b> Cost Reimbursement Sub-Grant</p> <p><b>CONTRACT TERM:</b> The term of the contract shall commence on October 1, 2010 and shall remain in effect until September 30, 2011 unless terminated, canceled or extended as otherwise provided herein.</p>
<b><u>CONTACT INFORMATION</u></b>	<p><b>Sarah Bean</b>  Governor's Office for Children, Youth and Families  Procurement Manager  Fax: (602) 542-3520  Email: <a href="mailto:sbean@az.gov">sbean@az.gov</a></p>
<b><u>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER</u></b>	<p>The AmeriCorps*State CFDA number is 94.006. This number will be required for audits conducted in accordance with federal regulations.</p>
<b><u>MANDATORY SUBGRANTEE ORIENTATION</u></b>	<p>Each successful applicant who is awarded will be required to attend a <b>MANDATORY</b> Subgrantee Orientation. The time and location for this meeting will be detailed in an award letter. A fiscal representative AND a program representative will be <b>REQUIRED</b> to attend.</p>
<b><u>SPECIAL NOTE</u></b>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p>
<b><u>NON-RESPONSIVE APPLICATIONS</u></b>	<p>Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.</p>
<b><u>AMENDMENTS</u></b>	<p><b>It is the sole responsibility of applicants to check the Governor's website for any changes to this RFGA, <a href="http://qocyf.az.gov/Grants/index.asp">http://qocyf.az.gov/Grants/index.asp</a></b></p>



Janice K. Brewer  
Governor

State of Arizona  
Governor's Office for Children, Youth and Families

Cassandra A. Larsen  
Director

### OFFER AND ACCEPTANCE FORM (SPO FORM 203)

#### TO THE GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the Governor's Office for Children, Youth and Families, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: \_\_\_\_\_

Federal Employer Identification No.:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Title

#### CERTIFICATION

By signature in the Offer section above, the Applicant certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. In accordance with A.R.S. §35-391.06 and A.R.S. §35-393.06, the applicant hereby certifies that the applicant does not have scrutinized business operations in Sudan or Iran.

#### ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application, and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. \_\_\_\_\_.

The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives a purchase order, contact release document or written notice to proceed.

State of Arizona

Awarded this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Sarah Bean, Procurement Manager

# What is in this Request for Grant Application?

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## **What is Governor's Office for Children, Youth & Families?**

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several areas: Children, Community and Youth Development, Substance Abuse Policy and Women. Experienced and knowledgeable professionals with expertise in their particular areas staff each area and act as resources to our funded partners.

GOCYF acts as a catalyst for overall systems changes. Our commissions advise and monitor policy initiatives and grant programs. GOCYF convenes numerous commissions, councils and task forces which include: the Arizona Parents Commission on Drug Education and Prevention, the Arizona Substance Abuse Partnership, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on Service and Volunteerism and the Governor's Youth Commission. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

### **GOCYF Values**

- ❖ We are public servants with a passion to create a brighter future for all Arizonans.
- ❖ We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- ❖ We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- ❖ We recognize and value our diverse backgrounds and perspectives as we serve in a culturally competent manner.
- ❖ We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- ❖ We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- ❖ We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

### **GOCYF Vision**

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

### **GOCYF Mission**

We create a brighter future for Arizona by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities.

### **GOCYF Goals**

- ❑ Safety ~ Arizonans are safe in their homes and communities
- ❑ Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- ❑ Economic Stability ~ Arizonans are economically stable and self sufficient and have

access to support and resources

- ❑ Health ~ Arizonans are healthy and stable– physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- ❑ Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- ❑ Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

## **What is the AmeriCorps\*State Planning Grant?**

The purpose of the Planning Grant is to provide qualified organizations with the opportunity build capacity to and support the development or improvement of the organization to compete successfully for future resources made available through by the Corporation for National and Community Service (the Corporation) and the Arizona Commission for Service and Volunteerism.

The Planning Grant will provide organizations the opportunity to design high-quality national service programs that develop an ethic of civic responsibility in those who participate, strengthen communities, and help meet critical community needs and that will address the state and federal strategic initiatives.

- The purpose of Planning Grants is to support the development or improvement of a program so that it may compete successfully for operating assistance in the following grant cycle. Successful Planning Grants applicants must identify a sound concept for a national service program that requires resources in order to plan, develop, improve, and prepare the program for implementation.
- In anticipation of supporting programs that will operate within one year of receiving a planning grant, states should use planning grants to support the development or improvement of programs in ways that are consistent with the AmeriCorps guidelines. In addition to planning for a new operating program, examples of how a planning grant may be used include: developing a new component to an existing program such as building the capacity to effectively recruit and manage volunteers; establishing new community partnerships that will broaden the overall community involvement in and support from a national service program; or planning for the expansion of existing programs into new communities.
- Planning Grants may not support program operating expenses such as costs related to national service members/participants, supervision of members/participants, training of members/participants, and other such operating costs.
- All Planning Grants are subject to a minimum 24% match share.
- The duration of a planning grant may not exceed one year.

## **What is the Funding Source for this Grant?**

The Corporation for National and Community Service provides funding for all AmeriCorps\*State Programs, including Planning Grants. The Edward M. Kennedy Serve America Act (Serve America Act) reauthorizes and expands national service programs administered by the Corporation for National and Community Service. Their web site is <http://www.cns.org>. The Catalog of Federal Domestic Assistance (CFDA) Number for the AmeriCorps Grant is 94.006.

## **Who is Eligible to Apply for this Funding Opportunity?**

The following entities are eligible to apply:

- Arizona school districts and institutions of higher education
- Arizona non-profit 501(c) (3) organizations
- Local, county, tribal, state government entities in Arizona
- Any Arizona partnership of the above listed entities (a fiscal agent must be designated), or an intermediary organization representing the interests of the above listed entities.
- Arizona non-profit and/or a community or faith-based organization.

For the purposes of this application, the GOCYF considers a non-profit faith-based organization to include:

- A religious congregation (church, mosque, synagogue, temple, etc.)
- A spiritual assembly
- An organization, program, or project sponsored/hosted by a religious congregation/spiritual assembly (may be incorporated or not incorporated)
- A non-profit organization founded by religious congregation/spiritual assembly or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously-motivated institution
- A collaboration of organizations that clearly and explicitly includes organizations from the previously described categories

## **What is the Total Amount of Available Funds?**

This is a twelve (12) month contract. It is anticipated that the total AmeriCorps\*State Planning Grant amount that is available for new contracts is estimated at **\$100,000.00** dollars. The Commission will select at least four subgrantees for awards of up to **\$25,000.00**, depending on the number and quality of applications received. All subgrantees will be required to meet 24% non-federal in-kind and/or cash match of the total overall budget. The initial contract period for any resultant grant is anticipated to begin October 1, 2010 and end September 30, 2011.

The Governor's Office and the Commission on Service on Volunteerism encourage communities and entities throughout Arizona to apply.

## **What Will This Request for Grant Application Fund?**

The AmeriCorps\*State Planning Grant will fund organizations with the goal of developing or expanding into a national service program such as AmeriCorps, AmeriCorps\* VISTA, and/or Senior Corps. Programs should be designed to address one of the Corporation's new national priorities. Programs will have the term of the contract year to plan for the development of a national service program, and to seek additional operational program resources through developing other community resources, and through necessary capacity building to support a national service program.

**National Priorities:** New nationally identified priorities that address compelling unmet needs include:

- **Education:** Helping children and youth achieve success in school and preventing them from dropping out before high school graduation.
- **Healthy Futures:** Helping to address unmet needs concerning access to health care, disease prevention and health promotion initiatives, and health literacy.
- **Clean Energy/Environment:** Providing assistance with unmet energy-efficiency and environmental needs.
- **Veterans:** Serving veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel, and/or engaging veterans in service.
- **Opportunity:** Providing assistance concerning an economic opportunity for disadvantaged individuals including financial literacy, housing assistance, job training, and nutritional assistance.

**Other new directions for AmeriCorps at the national level**

- **National Performance Measures:** The Edward M. Kennedy Serve America Act establishes national performance measures for the purpose of collecting data on the critical impact of AmeriCorps across the country. These national measures will allow for aggregated impact reporting and help demonstrate how AmeriCorps is addressing national challenges. Information is attached as Attachments B & C. *(Applicants will not need to select a performance measure for this grant. Applicants will need to become familiar with Attachment D which will provide instruction for uploading performance measures. Attachment D does not relate to the National Performance Measures).*
- **Encore Service Programs:** As provided in the Serve America Act, the Corporation will make an effort to allocate not less than 10 percent of grant funds and member positions to “encore service programs,” which are programs that engage a significant number of participants age 55 or older.

The Commission encourages organizations that have never received funding from the Corporation or AmeriCorps to apply.

AmeriCorps was established in 1993 as a way for Americans to give back to their communities. AmeriCorps supports programs which have the following key elements:

- Programs that are high-quality, innovative, have the potential to be replicated by programs in other areas, and that can sustain themselves or the service activities with other support when the grant period ends.
- Programs that collaborate with or propose to foster Federal Work Study students in community service.
- Programs that are geographically diverse across the state, region, or country and include urban and rural areas.



- Programs that demonstrate they can effectively develop and administer an AmeriCorps program with proper supervision, monitoring, evaluation, and financial controls.
- Programs that involve recruitment, support, and management of volunteers that enhances or builds upon direct service goals of the program or organization.
- Partnerships that include small community based, faith-based, or grassroots non-profits that address a defined local need.
- Programs that will produce results for local communities.

In addition, within the scope of the Corporation's funding priorities, AmeriCorps\*State grants will provide organizations the opportunity to design quality programs to better address priority areas of youth development and/or children. Grant applicants are also highly encouraged to propose programs that support the *Five Keys to Youth Success: Unlocking the Door to Arizona's Future*:

- Caring Adults
- Youth Engagement
- Activities Outside of School
- High School Completion
- Work Readiness

The Five Keys to Youth Success report will be available for download after Monday, April 26, 2010, at the following link: <http://gocyf.az.gov/CYFPolicyResearch.asp?Show=CYPD> .

## **What is Required of Applicants?**

Upon award, the applicant must agree to participate in the following:

- AmeriCorps Programs **are required to have Internet and E-mail capability**. All financial and programmatic reporting to the Governor's Office and the Corporation is done via the internet.
- Statewide events designed to promote the ethic of service and further the identification of AmeriCorps and other National Service Programs.
- Statewide and regional training activities sponsored by the Governor's Commission on Service and Volunteerism such as the Annual National and Community Service Conference and quarterly program director's meetings. Subgrantees must also attend all mandatory Corporation sponsored events.
- Establishment of a statewide evaluation of AmeriCorps members, which may include common performance measurements, the reporting of impact data and participation in satisfaction and other survey, measures. The Subgrantee must also comply with all Corporation required evaluation activities such as the Annual Accomplishment Review.
- Monitoring activities conducted by the Commission and/or Corporation to assess the quality of the program and ensure compliance with all relevant state and

federal laws and with the AmeriCorps Grant Provisions. Activities to include written reports and site visits to both the sub grantee's organization as well as any location where members are serving.

## **What is the AmeriCorps\*State Commitment to Diversity and Inclusion?**

The Governor's Commission on Service and Volunteerism recognizes the unique talents and abilities of all Arizonans, and seeks to create a diverse and inclusive environment in which to develop highly performing programs through the recruitment, support, and full participation of diverse populations, including people with disabilities, in all aspects and at all levels of Arizona's AmeriCorps\*State programs.

## **How Do I Apply?**

Applicants will be required to submit the documents and exhibits/attachments being requested as outlined in this RFGA. To prepare your application, read this document and its exhibits/attachments. Follow the instructions and guidelines found in each of the document sections. Prepare a budget and budget narrative. **Refer to the Checklist on pages 39-40 to verify inclusion of all required documentation and the proper format.**

The Governor's Office for Children, Youth and Families shall be responsible for the overall management of the AmeriCorps\*State Planning Grant. The Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

**Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.**

## **Applicant Contacts**

The Governor's Office for Children, Youth and Families will address questions regarding this Request for Grant Application, including technical specifications and the application process. For questions, please contact Sarah Bean via email: **sbean@az.gov** or via fax: **(602) 542-3520**. Applicants may not contact the employees of the Governor's Office for Children, Youth and Families regarding this procurement activity while the formal solicitation process is underway.

## **Please follow these instructions in preparing your grant application**

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Pre-Application Conference on Monday May 3, 2010 starting at 1:00 pm at the Carnegie Center 1101 West Washington Street Phoenix, AZ 85007. The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of the Governor's Office for Children, Youth and Families' position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the

Conference. The Governor's Office for Children, Youth and Families will take all questions and concerns under consideration. Any material changes to the RFGA will be issued in a written amendment. Oral statements or instructions shall not constitute an amendment to the RFGA. Written amendments are posted to the Governor's website, <http://gocyf.az.gov/Grants/index.asp>. **It is the sole responsibility of the prospective applicant to view the website for updated information.** Applicants **MAY NOT CONTACT** any employee of the Governor's Office for Children, Youth and Families concerning this solicitation while the formal solicitation process is underway. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.**

3. **Submit one (1) original document marked "ORIGINAL" and eight (8) additional copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". When submitting your application, ensure your organization name and the Request for Grant Application Number **AC-VSG-11-1273-00** is CLEARLY marked on the outside of the **SEALED** envelope/package. The Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. **Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.**
4. Grant Applications must be received by the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (MST), May 27, 2010. TELEFAXED, ELECTRONIC OR LATE APPLICATIONS SHALL NOT BE ACCEPTED.** Applicants are cautioned not to rely on next day mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFGA due date and time.
8. In the event that the applications received exceed the budget limitations, the Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds shall be awarded according to priority scores. Revised budget documents will be required. The Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed budget amount. The Governor's Office for Children, Youth and Families also reserves the right to increase budget amounts if funds become available for additional distribution.

9. Keep a copy of this solicitation and your grant application. If awarded, the Subgrantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

## **How Will The Applications Be Evaluated?**

A review committee will evaluate applications and select those applications deemed susceptible for an award, based upon the following criteria.

### **Evaluation Criteria**

Reviewers will assess program design, organizational capacity, and cost-effectiveness and budget adequacy. Please see the AmeriCorps regulations, 45 CFR §§ 2522.420-2522.448, for additional detail regarding these criteria.

The following categories shall be used to evaluate the applications and will be used to select those for an award of grant funds.

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories
Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness - 15%
		Budget Adequacy - 10%

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

You are required to complete and return Exhibits N, O, and P which require you to complete your process objectives, implementation plan and your outcome plan for the Planning Grant.

**Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.**

## **TECHNICAL REQUIREMENTS**

Applications will be reviewed initially for compliance with technical requirements.

**APPLICATIONS MISSING EXHIBITS, SOLICITATION AMENDMENTS, FINANCIAL DOCUMENTS AND ANY STATED REQUIREMENTS PRESENTED THROUGHOUT THIS RFGA SHALL BE DEEMED NON-RESPONSIVE. NON-RESPONSIVE APPLICATIONS ARE NOT SUSCEPTIBLE FOR AWARD AND SHALL NOT BE EVALUATED.**

- ❑ Responses should be typed, single-spaced with one-inch margins or wider with a 12-point font used.
- ❑ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ❑ Applications should be single sided, NOT duplexed.
- ❑ Number all pages and include a table of contents that follows the underlined sections below. The table of contents shall reference page numbers.
- ❑ **Enclose one (1) original document marked “ORIGINAL” and eight (8) additional copies.**
- ❑ A signed Offer and Acceptance (SPO Form 203) document must be submitted. **THIS DOCUMENT MUST HAVE AN ORIGINAL SIGNATURE.**
- ❑ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ❑ All Exhibits and application requirements must be completed as instructed.
- ❑ The organization name and the Request for Grant Application Number **AC-VSG-11-1273-00** must be **CLEARLY** marked on the outside of the **SEALED** envelope/package.

## **APPLICATION REQUIREMENTS**

Applications for AmeriCorps\*State funding will directly be submitted into the eGrants system. You will also be required to mail or deliver **one (1) original document marked “ORIGINAL” and eight (8) copies to the Governor’s Office for Children, Youth And Families by 3:00pm (MST) on May 27, 2010.** Your eGrants application consists of the following components. Please make sure to complete each section

- I. Applicant Info
- II. Application Info
- III. Narratives
- IV. Performance Measures
- V. Documents
- VI. Budget and Budget Narrative
- VII. Review, Authorize, and Submit
- VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)

The Corporation’s eGrants system is a web-based system for submitting and tracking grant applications, which may be found at the following link:

<https://egrants.cns.gov/espan/main/login.jsp>

For specific directions for opening a new application in eGrants, please refer to attachment N.

For a tutorial on the eGrants system, please visit:

[http://www.nationalservicerresources.org/files/Create%20and%20Manage%20an%20eGrants%20Account%20\(Final%2006-09-09\).ppt#1](http://www.nationalservicerresources.org/files/Create%20and%20Manage%20an%20eGrants%20Account%20(Final%2006-09-09).ppt#1)

For challenges with the eGrants system, please contact the eGrants Help Desk at:

**Phone:** 888-677-7849

**Email:** [egrantshelp@cns.gov](mailto:egrantshelp@cns.gov)

**Hours of operation:** 8:00 AM to 6:00 PM Eastern time, Monday through Friday

## **I. Applicant Information**

In eGrants, complete the Applicant Info Section (Exhibit M). This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.

- In the Program Info Section, select existing program if you are recompeting, or enter new if you are applying for the first time.
- If you are a new program, enter your contact information into the fields that appear.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

## **II. Application Information**

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet (Exhibit M).

## **III. Narratives**

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you are addressing should not be described as the lack of the program you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries. Avoid overuse of acronyms.

- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In eGrants, you will enter text for Section A. Rationale and Approach, B. Member Outputs and Outcomes, C. Community Outputs and Outcomes, D. Organizational Capacity, E. Cost Effectiveness and Budget Adequacy, and F. Evaluation Plan. **You may not exceed 40,000 characters or ten (10) pages in these six sections combined. The character count includes spaces and punctuation.**

Please note that the Narratives Section in eGrants also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. Please enter N/A in these fields.

**The selection criteria from the AmeriCorps regulations are included in the ruled boxes below. Reviewers will assess your application against the selection criteria. The bullets that follow the criteria are recommendations on how to best respond to the criteria. To best respond to the criteria, we suggest that you address each bullet if it pertains to your application.**

#### **A. Rationale and Approach**

Describe why you are applying for a planning grant and what you hope to achieve during the one year planning period. Include the need you plan to address and documentation of the need. Describe what AmeriCorps members will be doing to meet the need and the target communities you will serve. Provide a detailed description of your planning process and a timeline for planning activities.

1. Describe the need the proposed program will address, the target communities that will be served, and the process the proposed program will use to assess and/or document the need.
2. To the extent possible, explain the activities proposed to address the need and the roles envisioned for national service members, (AmeriCorps, AmeriCorps\* Vista, Senior Corps) and community participants in these activities. Please note how the program concept will address the state and national strategic initiatives. Describe in general what measurable outputs and outcomes you will achieve resulting from proposed program or planning activities.
3. Discuss how the target communities have been involved in planning the program to date, and how involvement will continue in the planning process and implementation.
4. Explain the proposed program's plan for ensuring that the proposed program builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation. You can find a listing of the Corporation's supported programs by state at [www.americorps.org/about/role\\_impact/state\\_profiles.asp](http://www.americorps.org/about/role_impact/state_profiles.asp).

Describe how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including:

- Establishing systems and processes for sound programmatic and fiscal oversight.
- Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
- Planning orientation and training for operating and service sites (if applicable).
- Planning orientation and training for AmeriCorps members.
- Ensuring you have the ability to provide or secure effective technical assistance.

## Goals and Objectives

The purpose of a Planning Grant is to support the development or improvement of an agency or program to compete successfully for a future operational grant funded through the AmeriCorps\*State program. Goals are general and should reflect what changes are desired within your target population or community area. Objectives should support the goals and should describe specific measurable changes that will be accomplished within a certain period of time. It is critical that the goals and objectives are realistic in terms of both time and available resources. Therefore, it may be necessary to develop additional intermediate or short term objectives. It is also important that the goals and objectives be stated or otherwise explained in ways that directly link them to the identified community needs. (Exhibits N, O & P should be submitted for your goals and objectives component).

## **B. Member Outcomes and Outputs**

(Enter N/A)

## **C. Community Outputs and Outcomes**

(Enter N/A)

## **D. Organizational Capability**

Provide a brief history of your organization including the year it was established and your funding history with the Corporation, if applicable. Describe your ability to successfully plan an AmeriCorps program.

Unless your organization is brand new, describe your record of accomplishment.

Discuss your prior experience in the proposed area of programming and other examples of your organization's leadership in the community. Describe your organization's management and staff structure and the role the board of directors, administrators, and staff members will play in the planning process.

Special Circumstances: In applying these criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:



- The age of your organization and its rate of growth; and
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of these circumstances have an impact on your organizational capability that has not already been discussed, please describe it.

### **Board of Directors, Administrators, and Staff:**

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Describe staff accountabilities and qualifications - both programmatic and fiscal. List how much time each person will spend on the project. Include a brief description of how grants are fiscally administered in your organization. In addition, attach resumes for key individuals (your fiscal person is a key individual) involved in the project or job descriptions for positions to be filled. Provide an organization chart for the project. (Attached as Exhibit F).
- Please submit staff resumes and job responsibilities.
- Please submit a list of your current Board of Directors or Advisory Board as an attachment to your application.
- Please submit an organizational chart for your organization.
- Complete Offeror's Experience, Exhibit E.

### **E. Cost Effectiveness and Budget Adequacy**

Describe your plans to develop a cost-effective program including how you will develop diverse non-federal resources that will support your program implementation and sustainability. Discuss the adequacy of your budget to support the planning process including your match. Describe how you will secure any additional commitments you need for the planning grant.

### **F. Evaluation Summary or Plan**

Enter N/A.

### **G. Amendment Justification**

Enter N/A. This field will be used if you are awarded a grant and need to amend it.

### **H. Clarification Information**

Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

### **I. Continuation Update**

Enter N/A for Planning Grants.

#### **IV. Performance Measures**

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary.

The Corporation has developed a list of national performance measures for each of these program areas. Within each program area, there are performance output and outcome performance measures listed. (Attachments B & C). You **will not** be selecting and uploading national performance measures into eGrants in this application. Please refer to Attachment D in this RFGA for instructions on inputting performance measures for the planning grant. You will also complete Exhibits, N,O and P relating to your performance measures for the planning grant.

#### **V. Documents**

In addition to your application submitted in eGrants, you are required to provide the following additional supplemental documents submitted to the GOCYF. In addition, you will need to verify by signature the checklist located on pages 39-40 of this RFGA. You are required to submit one (1) original and eight (8) copies of these additional documents.

- Exhibit A: Funds Requested Page
- Exhibit B: Sample Line Item Budget
- Exhibit C: Sample Budget Narrative
- Exhibit D: Disclosure of Other Funding Sources
- Exhibit E: Offeror's Experience
- Exhibit F: Personnel Staff Overview
- Exhibit G: GOCYF Standard Data Collection Form
- Exhibit H: GOCYF Financial Systems Survey
- Exhibit I: Assurances for Non-Construction Programs
- Exhibit J: Model, Design, Location, and Focus (eGrants Applicant Info Section)
- Exhibit K: Assurances and Certifications (eGrants Review, Authorize and Submit Section)
- Exhibit L: Survey on Ensuring Equal Opportunity for Applicants
- Exhibit M: Facesheet Instructions (eGrants Applicant Info and Application Info Sections)
- Exhibit N: Process Objectives
- Exhibit O: Implementation Plan

- Exhibit P: Evaluation Plan

**Other:**

- Organizational Chart
- Board of Directors or Advisory Board List
- Key Staff Resumes and Job Descriptions
- Submit your most recent IRS 501(c)(3) tax exempt letter, if applicable.
- If your organization is subject to the requirements of the A-133 Single Audit Act, then attach two copies of your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.
- If your organization is not subject to A-133, submit two copies of the most recently completed audit of financial statements, with the Management Letter, Findings and Questioned Costs.
- If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flow along with a description of the source of the documents.

## **V. Budget Instructions**

### **Source of Match**

In the "Source of Match" field that appears at the before Section I, enter a brief description of the Source of Match, the amount, the match classification (Cash, In-kind, or Not Available) and Match Source (State/Local, Federal, Private, Other or Not Available). Define any acronyms the first time they are used.

### **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the "Total Amount," "Corporation Share," and "Grantee Share" for Parts A-I, as follows:

#### **A. Personnel Expenses**

Under "Position/Title Description," list each staff position separately and provide position description, salary, and percentage of effort devoted to this award. Each staff person's role listed in the budget must be described in the application narrative. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.

#### **B. Personnel Fringe Benefits**

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate

item. If a fringe amount is over 30%, please list separately. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but are absorbed into the personnel expenses (salary) budget line item.

### **C. Staff Travel**

Describe the purpose for which program staff member will travel. Provide a calculation to include itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage (not to exceed the federal mileage rate), daily per diem, and similar supporting information. Only domestic travel is allowable.

**We expect all applicants (including planning grant applicants) to include funds in this line item for travel for staff and site staff to attend Corporation-sponsored technical assistance meetings. There are two to three such opportunities per year, including opportunities for financial training and the National Conference on Service and Volunteering. You will be required to budget a minimum of \$2,000.00 towards staff travel related to Corporation trainings.**

### **D. Equipment**

Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of **\$5,000 or more per unit** (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in E. Supplies below. Purchases of equipment are limited to 10% of the total Corporation funds requested. If applicable, show the unit cost and number of units you are requesting. Provide a brief justification for the purchase of the equipment under Item/Purpose.

### **E. Supplies**

Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above. You must individually list any single item costing \$1,000 or more. Except for safety equipment, grantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo. Grantees may also add the AmeriCorps logo to their own local program uniform items using federal funds. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo. All other service gear must be purchased with non-Corporation funds.

### **F. Contractual and Consultant Services**

Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Sections G. or H., below. Payments to individuals for consultant services under this grant may not exceed \$617 per day (excluding costs for indirect expenses, travel, supplies, etc.). The \$617 daily rate is a ceiling, and we anticipate budgeted daily rates at considerably lower levels. Indicate the daily rate for consultants you are proposing to use and their contractual services. Indicate the daily rate, number of days, and total cost.

## **G. Staff Training**

Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate, not to exceed the daily rate limit.

## **H. Evaluation**

Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Personnel Expenses. This cost **does not** include the daily/weekly gathering of data to assess progress toward meeting performance measures, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

## **Section I. Other Program Operating Costs**

Allowable costs in this budget category should include when applicable:

- Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. For national office space, rental may be unallowable; check relevant OMB Circulars. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
- Utilities, telephone, Internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff, and are not part of the organizations indirect cost/admin cost allocation pool.
- National Direct applicants: Indicate the number of subgrants and the average amount of subgrants. Indicate any match that you will require of your subgrants under the “grantee share” column in this category. Subgranted funds may only cover costs allowable under federal and AmeriCorps regulations and provisions.

## **Section II. Member Support Costs – NOT APPLICABLE**

## **Section III. Administrative/Indirect Costs**

### **Definitions**

Administrative costs are general or centralized expenses of the overall administration of an organization that receives Corporation funds and do not include particular project costs. These costs may include administrative staff positions. For organizations that have an established indirect cost rate for federal awards, administrative costs mean those costs that are included in the organization’s indirect cost rate agreement. Such costs are generally identified with the organization’s overall operation and are further described in Office of Management and Budget Circulars A-21, A-87, and A-122.

### **Options for Calculating Administrative/Indirect Costs (choose either A. OR B.)**

Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation fixed percentage method or a federally approved indirect cost rate method. Regardless of the option chosen, the Corporation’s share of administrative costs is limited to 5% of the total Corporation funds **actually expended**

under this grant.

#### **A. Corporation Fixed Percentage Method**

The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation. If you choose the Corporation Fixed Percentage Method (Section IIIA in eGrants), you may charge, for administrative costs, a fixed 5% of the total of the Corporation funds expended. In order to charge this fixed 5%, the grantee match for administrative costs may not exceed 10% of all direct cost expenditures.

1. To determine the Corporation share for Section III: Multiply the sum of the Corporation funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as Corporation share. The 5% maximum is calculated by multiplying the sum of the Corporation's share of Section I and Section II by the factor 0.0526. The factor 0.0526 is used to calculate the maximum amount of federal funds that may be budgeted for administrative (indirect) costs, rather than 0.0500, as a way to mathematically compensate for determining Section III costs when the total budget (Sections I + II + III) is not yet established. (If 0.0500 was used, the resulting Section III costs would be less than the maximum 5% of total costs that are permitted under the Corporation's regulations.) Enter this amount as the Corporation share for Section III A.
2. To determine the Grantee share for Section III: Then multiply the total (both Corporation and grantee share) of Sections I and II by 10% (0.10) and enter this amount as the grantee share for Section III A.
3. Enter the sum of the Corporation and grantee shares under Total Amount.

#### **B. Federally Approved Indirect Cost Rate Method**

If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by the Corporation. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether or not to claim your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate in the Rate Claimed field.

1. Determine the base amount of direct costs to which you will apply the IDC rate, including both the Corporation and Grantee's shares, as prescribed by your established rate agreement (i.e., based on salaries and benefits, total direct costs, or other). Then multiply the appropriate direct costs by the rate being claimed. This will determine the total amount of indirect costs allowable under the grant.
2. To determine the Corporation share: Multiply the sum of the Corporation funding share in Sections I and II by 0.0526. This is the maximum amount you can claim as the Corporation share of indirect costs.

3. To determine the Grantee share: Subtract the amount calculated in step b (the Corporation administrative share) from the amount calculated in step a (the Indirect Cost total). This is the amount the applicant can claim as grantee share for administrative costs.

### **Increasing Grantee Overall Share of Total Budgeted Costs**

Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimum in years thereafter, are maintained. These matching requirements may be waived in limited circumstances.

#### **Applying for Alternative Match**

If you are requesting the alternative match as specified in 45 CFR § 2521.60(b), you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements in the Waiver Justification field in the Application Info Section of eGrants.

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You apply for the alternative match the year before it goes into effect. If approved, you will base your budget in your next application on the approved alternative match. The alternative match requirement will be in effect for whatever portion of the three-year project period remains, if you are approved for funding.

- A. Program Location:** Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.
- B. Rural County:** In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See Attachment I for the Table of Beale codes.
- C. Severely Economically Distressed County:** In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See Attachment J for a list of website addresses where this publicly available information can be found.
  - The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
  - The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and

- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- **State:** The Governor's Office for Children, Youth and Families State Commission must approve your waiver request before it is forwarded to the Corporation.

## **Preparing Your Budget**

Your proposed budget should be sufficient to allow you to perform the tasks described in your application narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions, below, to prepare your budget. We recommend that you prepare your budget in the same order as indicated in Sample Line Item Budget, the Budget Worksheets in Exhibit B. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at [www.whitehouse.gov/OMB/circulars](http://www.whitehouse.gov/OMB/circulars).

- A-21 - Cost Principles for Educational Institutions, 2 CFR 220
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 225
- A-122 - Cost Principles for Non Profit Organizations, 2 CFR 230

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

## **VII. Review, Authorize, and Submit**

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit



Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. The person who authorizes the application must be the applicant's authorized representative or his/her designee and must have an active eGrants account to sign these documents electronically. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office. Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application.

If someone else is acting in the role of the applicant's authorized representative, that person must log into their eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, their name

### **VIII. Survey on Ensuring Equal Opportunity for Applicants (Optional)**

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-religious community-based organization. This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the attached survey will be confidential and the responses will be aggregated for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions. If you are submitting a hard copy application, the form can be found in Exhibit L.

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

1) To complete the survey while preparing your application, go to the Main Menu, select Enter Survey on Ensuring Equal Opportunity, provide requested information and submit.

2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

### **PROGRAM SPECIFIC REQUIREMENTS**

The following restrictions and requirements shall apply to all proposals:

1. The Governor's Office for Children, Youth and Families shall be responsible for overall management of the AmeriCorps\*State Formula Grant Program. You will be provided a contact name and number for staff responsible for management of this program. Program monitoring will be the responsibility of the Division for Community and Youth

Development and fiscal monitoring will be the responsibility of the Division of Finance and Administration.

2. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed in the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.
  3. No construction costs are permitted.
  4. The Subgrantee shall submit quarterly progress narrative program reports. The reports shall be due and shall contain such information as deemed necessary by the Division for Community and Youth Development. Failure to submit timely reports may result in suspension of reimbursement.
  5. The Subgrantee shall notify the Governor's Office for Children, Youth and Families in writing, **thirty (30) calendar days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment issued by the Governor's Office for Children, Youth and Families.
  6. The Subgrantee shall be paid on a cost-reimbursement basis. The Subgrantee shall not request reimbursement until the cost has resulted in an actual cash expenditure. The Subgrantee may request reimbursement on either a monthly or quarterly basis for those items submitted and approved in the budget inclusively. Draw down schedules will be provided upon award. **Subgrantee shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination.** All expenses must be paid prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**
1. Financial reimbursements must be sent to:

Tamara Turner  
Governor's Office for Children, Youth and Families  
Division of Finance and Administration  
1700 West Washington, Suite 101  
Phoenix, Arizona 85007

2. Programmatic reports and requests for program and budget changes must be sent to:

Patsy Kraeger, AmeriCorps\*State Program Administrator  
Governor's Office for Children, Youth and Families  
Division for Community and Youth  
1700 West Washington, Suite 101  
Phoenix, Arizona 85007

3. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises due to causes beyond the control and without the fault of negligence of the Subgrantee.
4. Each successful applicant who is awarded \$25,000 or more must provide the following prior to a contract being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the Central Contractor Registration (CCR) database. Additionally, CCR registration must be maintained for the term of the contract.

The DUNS website is located at <http://fedgov.dnb.com/webform>.

The CCR registration information may be found at <https://www.bpn.gov/ccr/default.aspx>.

5. An Applicant who takes exception to any portion of the solicitation must do so pursuant to the Uniform Instructions to Offeror. If the Applicant is taking exception to a section or sections of the Solicitation, the Applicant shall designate a section in the application entitled "Exceptions." Taking exception to the terms and conditions of the solicitation may result in an application receiving a lower evaluation score. Low evaluation scores may result in the application being determined not susceptible of award. Any exception to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to Governor's Office for Children, Youth, and Families and the State of Arizona.

### **TERMS AND CONDITIONS**

1. Term of Contract: The term of the contract shall commence October 1, 2010 and shall remain in effect until September 30, 2011 contingent upon final federal award, unless terminated, canceled or extended as otherwise provided herein.
2. Documents Incorporated by Reference: The State of Arizona's Uniform Instructions to Offeror's (Rev 7.1) and Uniform Terms and Conditions (Rev 7) are incorporated into this Contract as if fully set forth herein. Applicants are encouraged to obtain these documents. Applicants may obtain copies by visiting the Arizona State Procurement Office website at [http://www.azdoa.gov/agencies/spo/docs\\_and\\_forms.asp](http://www.azdoa.gov/agencies/spo/docs_and_forms.asp). The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offeror's are also available on the Governor's Office for Children, Youth, and Families website at <http://gocyf.az.gov/Finance/>.
3. Funding: Requested funding must be submitted in an all-inclusive basis. The Governor's Office for Children, Youth and Families will only reimburse costs included on the Subgrantee's approved budget.
4. Contract Renewal: The contract shall not bind nor purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period or amount. The Governor's Office for Children, Youth and Families shall have the right, at its sole option, to renew the contract. If the

Governor's Office for Children, Youth and Families exercises such right, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.

5. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the key programmatic and fiscal positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of the Governor's Office for Children, Youth and Families.** The fiscal person listed on the Standard Data Collection Form (Exhibit G) is considered a Key Person for this grant. It is the preference of the Governor's Office for Children, Youth and Families that the Subgrantee requires current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
6. Multiple Awards: In order to ensure adequate coverage of the Governor's Office for Children, Youth and Families requirements, multiple awards may be made.
7. Records: At any time during the term of this contract, and at any time within five (5) years after the closing of the federal grant, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. All records shall be subject to inspection and audit by the State or Federal government at reasonable times. Upon request, the Subgrantee shall produce a legible copy of any or all such records.
8. Single Audit: In compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, organizations expending \$500,000 or more of Federal funds from all sources during the organization's fiscal year, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States, Local Governments and Non-profit Organizations."

If your organization is subject to the requirements of the A-133 Single Audit Act, then attach two copies your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.

If your organization is not subject to A-133,, submit two copies of the most recently completed audit of financial statements, with the Management Letter, Findings and Questioned Costs.

If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, Income Statement, Statement of Cash Flows along with a description of the source of the documents.

9. Monitoring Requirements: Subgrantee acknowledges that requirements may change as governmental regulations change and assures that it will comply with applicable

reporting and operational requirements related to the programmatic and financial performance of this grant.

10. Audit Trails: Subgrantee shall maintain proper audit trails for all reports related to this contract. The Governor's Office for Children, Youth and Families reserves the right to review all program records, including fiscal and programmatic records.
11. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

1. Financial Management
2. Procurement
3. Personnel
4. Property
5. Travel

A system is adequate if it is: 1) **written**; 2) **consistently followed** – it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Governor's Office for Children, Youth and Families reserves the right to review all business systems policies.

12. Non-Discrimination: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 99-4 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; 3) all applicable provisions and regulations relating to the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213); 4) all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.
13. Compliance With Applicable Laws: All parties to this agreement shall comply with all applicable federal, state and local laws.
14. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
15. Amendments: Any change in the contract, including changes to the scope of work and/or material budget changes described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and

the Governor's Office for Children, Youth and Families. The Governor's Office for Children, Youth and Families may approve or reject any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation, if applicable, and entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

16. Availability of Funds for the Next Fiscal Year: The Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made and based on program performance.
17. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **It is highly recommended by the Governor's Office for Children, Youth and Families that a Memorandum of Understanding or some other type of contract is in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
18. Paragraph Headings: The descriptive headings of this Contract are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions in this Contract.
19. No Waiver: Either party's failure to insist on strict performance of any term or condition of the contract shall not be construed as a waiver or relinquishment for the further performance of such provision.
20. Force Majeure: If either party hereto is delayed or prevented from the performance of any act required in this Agreement by reason of acts of god, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.
21. Offshore Performance of Work Prohibited: Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by sub-contractors at all tiers.
22. Arbitration: In the event of any dispute arising under this Agreement, written notice of the dispute must be provided to the other party within thirty (30) days of the events giving rise to the dispute. The parties shall follow the procedures set forth in this section to facilitate a resolution and attempt to avoid litigation.

The parties shall negotiate in good faith to resolve the dispute within sixty (60) days of

receiving notice of the existence of the dispute. However if the parties do not reach such resolution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules and in compliance with A.R.S. §12-1518.

23. **Partial Invalidity:** Any term or provision of this Agreement that is hereafter declared contrary to any current or future law, order, regulation or rule, or which is otherwise invalid, shall be deemed stricken from this Agreement without impairing the validity of the remainder of this Agreement.
24. **Governing Law:** This Agreement shall be governed and interpreted by the laws of the State of Arizona. The venue for any proceedings, actions, or suits arising from this Agreement shall be in Maricopa County, Arizona.
25. **Authority to Execute this Contract:** Each individual executing this Contract on behalf of the Subgrantee represents and warrants that he or she is duly authorized to execute this Contract.
26. **Entire Contract:** This Contract and its Exhibits/Attachments constitute the entire Contract between the parties hereto pertaining to the subject matter hereof and may not be changed or added to except by a writing signed by all parties hereto in conformity with Terms and Conditions, Section Fourteen, Amendments of this Contract; provided, however, that the Governor's Office for Children, Youth and Families shall have the right to immediately amend this Contract so that it complies with any new legislation, laws, ordinances, or rules affecting this Contract. The Subgrantee agrees to execute any such amendment within ten (10) business days of its receipt. All prior and contemporaneous agreements, representations, and understandings of the parties, oral or written, pertaining to the subject matter hereof, are hereby superseded or merged herein.
27. **Assignment and Delegation:** Subgrantee may not assign any rights hereunder without the express, prior written consent of both parties.
28. **Indemnification:** Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Subgrantee from and against any

and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona.

29. Public Agency Language Only: Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers.
30. Insurance Requirements: The Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

#### **A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

Subgrantee shall provide coverage with limits of liability not less than those stated below. Within ten (10) business days following notification of award, certificates of insurance must be submitted to the Governor's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

##### **1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Blanket Contractual Liability – Written and Oral	\$1,000,000
• Fire Legal Liability	\$ 50,000
• Each Occurrence	\$1,000,000



- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee".
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

## **2. Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
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- a. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".

## **3. Worker's Compensation and Employers' Liability**

Workers' Compensation  
Statutory Employers' Liability

Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH Subgrantee or subcontractor exempt under A.R.S. §23-901, AND when such Subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor form.

## **4. Professional Liability (Errors and Omissions Liability)**

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be

maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

#### **B. ADDITIONAL INSURANCE REQUIREMENTS**

The policies shall include, or be endorsed to include, the following provisions:

- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
- 2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
- 3. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.

#### **C. NOTICE OF CANCELLATION**

Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

#### **D. ACCEPTABILITY OF INSURERS**

Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.

#### **E. VERIFICATION OF COVERAGE**

Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of

contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Sarah Bean, Procurement Manager, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. The Governor's Office for Children, Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

#### **F. SUBCONTRACTORS**

Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

#### **G. APPROVAL**

Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

#### **H. EXCEPTIONS**

**In the event the Subgrantee or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the Subgrantee or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.**

31. Confidentiality of Records: Subgrantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for Children, Youth and Families for the purpose of assuring that no information contained in its records or obtained from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the Governor's Office for Children, Youth and Families. The Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.
32. Confidential Information: If a person believes that any portion of a proposal, bid, offer, application, specification, protest or correspondence contains information that should be withheld, then the Procurement Manager for the Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.A.C. R2-7-103, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in A.R.S. §41-2611 through §41-2616.

33. Cancellation: The Governor's Office for Children, Youth and Families reserves the right to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. The Governor's Office for Children, Youth and Families will issue a written ten (10) day notice of default to the Subgrantee for acting or failing to act as in any of the following:

- The Subgrantee provides personnel that do not meet the requirements of the contract.
- The Subgrantee fails to perform adequately the services required in the contract.
- The Subgrantee attempts to impose on the Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
- The Subgrantee fails to furnish the required product within the time stipulated in the contract.
- The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives the Governor's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.

If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, The Governor's Office for Children, Youth and Families may cancel the contract. If the Governor's Office for Children, Youth and Families cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

34. Cancellation for Conflict of Interest: The Governor's Office for Children, Youth and Families may, by written notice to the Subgrantee, immediately cancel this Contract without penalty or further obligation pursuant to A.R.S. §38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating of the Contract on behalf of the Governor's Office for Children, Youth and Families is an employee or agent of any other party in any capacity or a consultant to any other party to the Contract with respect to the subject matter of the Contract. Such cancellation shall be effective when the parties to the Contract receive written notice from the Governor's Office for Children, Youth and Families, unless the notice specifies a later time.

35. Termination: The Procurement Manager for the Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of the Governor's Office for Children, Youth and Families, without penalty or recourse, by giving written notice to the Subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subgrantee under the contract shall, at the option of the Governor's Office for Children, Youth and Families, become property of the State of Arizona. The Subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

36. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating

in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.

37. **Suspension or Debarment Certification:** By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
38. **Restrictions on Lobbying:** The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
39. **Fingerprinting:** The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement. When applicable, the Subgrantee shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any Subgrantee, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse. This contract may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by a Subgrantee, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

40. **Sectarian Requests:** Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instruction.
41. **Ownership of Information:** The Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the Office of Juvenile Delinquency Prevention and the Governor's

Office for Children, Youth and Families as the funding source.

42. Counterparts: This Contract may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one Contract.
43. Federal Immigration Laws: By entering into this contract, the Subgrantee warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees. These warranties shall remain in effect throughout the term of the contract and any renewal period of the contract. The Subgrantee shall maintain Employment Eligibility Verification form (I-9) as required by the U.S. Department of Labor's Immigration and Control Act for all employees performing work under this contract.
44. E-Verify Requirements: To the extent applicable under A.R.S. §41-4401, the Subgrantee and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. §23-214(A).

**Applications missing exhibits, solicitation amendments, financial documents, and any stated requirements presented in this RFGA shall be deemed non-responsive. Non-responsive applications are not susceptible for award and shall not be evaluated.**

## **Checklist:**

Use the following list to make sure your Grant Application for AmeriCorps\*State Planning Grant is complete and meets the requirements specified in this request for grant applications:

- ☐ One (1) original document marked "ORIGINAL", and eight (8) additional copies.
- ☐ Completed and signed Offer and Acceptance Form (SPO form 203).
- ☐ Solicitation Amendment(s), signed and attached, if applicable.
- ☐ Submit your most recent IRS 501(c)(3) tax exempt letter, if applicable.
- ☐ Table of contents with page numbers referenced.
- ☐ Funds requested page, completed, signed and attached, Exhibit A.
- ☐ Approved Line Item Budget, printed from eGrants. Sample provided in Exhibit B
- ☐ Approved Budget Narrative, printed from eGrants, signed and attached. Sample provided in Exhibit C.
- ☐ Disclosure of Other Funding Sources form, completed and signed, and attached. Exhibit D.
- ☐ Approved Program Narrative, printed from eGrants.
- ☐ Offeror's Experience, completed and attached, Exhibit E.
- ☐ Personnel Staff Overview, completed and attached, Exhibit F.
- ☐ Staff Resumes.
- ☐ Staff Job Descriptions.
- ☐ Organization Chart.
- ☐ Board of Directors or Advisory Board list.
- ☐ Standard Data Collection Form, completed and attached, Exhibit G.
- ☐ Financial Systems Survey, is completed and attached, Exhibit H
- ☐ Assurances for Non-Construction Programs, signed and attached, Exhibit I.
- ☐ Model, Design, Location, and Focus (eGrants Applicant Info Section) Exhibit J.
- ☐ Assurances and Certifications (eGrants Review, Authorize and Submit Section) Exhibit K.
- ☐ Survey on Ensuring Equal Opportunity for Applicants, Exhibit L.
- ☐ Facesheet Instructions (eGrants Applicant Info and Application Info Sections, Exhibit M.
- ☐ Process Objectives, Exhibit N.
- ☐ Implementation Plan, Exhibit O.

- ☐ Outcome Evaluation Plan, Exhibit P.
- ☐ Proof of current registration in the Central Contractor Registration database.
- ☐ Required Financial Records

If your organization is subject to the requirements of the A-133 Single Audit Act, submit two copies of your organization's most recently completed A-133 Single Audit with the Management Letter, Findings and Questioned Costs.

OR:

If your organization is not subject to A-133, submit two copies of the most recently completed audited financial statements with the Management Letter, Findings and Questioned Costs.

OR:

If your organization does not have a recently completed audit, attach the most recently prepared financial statements including a Balance Sheet, income Statement, Statement of Cash Flows along with a description of the source of the documents.

- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ All documents requiring signatures should have **ORIGINAL** signatures.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, ensure your organization name and the Request for Grant Application Number **AC -VSG-11-1273-00** is **CLEARLY** marked on the outside of the **SEALED** envelope/package.
- ☐ All applications are date stamped by the time clock in the Governor's Office for Children, Youth and families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007.
  - It is the responsibility of each applicant to ensure their application is delivered to the Governor's Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc. Verify that your express delivery service provider delivers packages directly into Suite 101.
  - Applicants are cautioned not to rely on next day U.S. Postal mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The GOCYF is not responsible for packages delivered to locations other than the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007.

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The point of contact concerning this application is referenced on the Offer and Acceptance Form.

\_\_\_\_\_  
Signature by the Point of Contact for Application

Job Title \_\_\_\_\_

**GOCYF Staff Use Only**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_



## **Exhibits:**

- Exhibit A: Funds Requested Page
- Exhibit B: Line Item Budget
- Exhibit C: Budget Narrative for Requested Dollar Amount
- Exhibit D: Disclosure of Other Funding Sources
- Exhibit E: Offeror's Experience
- Exhibit F: Personnel Staff Overview
- Exhibit G: GOCYF Standard Data Collection Form
- Exhibit H: GOCYF Financial Systems Survey
- Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
- Exhibit J: Model, Design, Location, and Focus (eGrants Applicant Info Section)
- Exhibit K: Assurances and Certifications (eGrants Review, Authorize and Submit Section)
- Exhibit L: Survey on Ensuring Equal Opportunity for Applicants
- Exhibit M: Facesheet Instructions (eGrants Applicant Info and Application Info Sections)
- Exhibit N: Process Objectives
- Exhibit O: Implementation Plan
- Exhibit P: Evaluation Plan

## **EXHIBIT A**

### **Funds Requested Page**

1. The offeror must state a firm, fixed total guaranteed not-to-exceed amount of funds requested for AmeriCorps\*State Operational Formula Grant.

\$\_\_\_\_\_Total Funds Requested

2. Are you submitting this application for your proposed program as a faith-based organization?

Yes\_\_\_\_\_

No\_\_\_\_\_

3. Are you submitting this application for your proposed program under a youth development or encore service program category?

Youth Development\_\_\_\_\_ Encore Service\_\_\_\_\_

4. What is the target population for your proposed program?

Target Population: \_\_\_\_\_

Authorized Signature\_\_\_\_\_Date\_\_\_\_\_

Job Title \_\_\_\_\_

## EXHIBIT B

### SAMPLE Line Item Budget

This exhibit is provided as an example that you will print from eGrants once your budget narrative has been uploaded in the system and verified. Please print this budget page and have the appropriate authorized signature sign and date and attach it to your application.

April 2, 2010 10:58 AM

RPT\_BGT\_424

#### Make A Difference AmeriCorps

#### Make A Difference

	Budget Dates:		
	Total Amt	CNCS Share	Grantee Share
<b>Application ID: 06AC067448</b>			
<b>Section I. Program Operating Costs</b>			
A. Personnel Expenses	65,600	21,055	44,545
B. Personnel Fringe Benefits	11,808	0	11,808
C. Travel			
Staff Travel	576	0	576
Member Travel	8,320	0	8,320
Total	\$8,896	\$0	\$8,896
D. Equipment			
E. Supplies	5,095	0	5,095
F. Contractual and Consultant Services	0	0	0
G. Training			
Staff Training	1,250	0	1,250
Member Training	5,175	0	5,175
Total	\$6,425	\$0	\$6,425
H. Evaluation	400	0	400
I. Other Program Operating Costs	7,740	0	7,740
Travel to CNCS-Sponsored Meetings	2,000	0	2,000
Total	\$9,740	\$0	\$9,740
<b>Section I. Subtotal</b>	<b>\$107,964</b>	<b>\$21,055</b>	<b>\$86,909</b>
<b>Section I Percentage</b>		<b>20%</b>	<b>80%</b>
<b>Section II. Member Costs</b>			
A. Living Allowance			
Full Time (1700 hrs)	300,000	231,625	68,375
1-Year Half Time (900 hours)	0	0	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Total	\$300,000	\$231,625	\$68,375
B. Member Support Costs			
FICA for Members	23,409	19,898	3,511
Worker's Compensation	4,844	4,117	727
Health Care	33,300	28,305	4,995
Total	\$61,553	\$62,320	\$9,233
<b>Section II. Subtotal</b>	<b>\$361,553</b>	<b>\$283,945</b>	<b>\$77,608</b>
<b>Section II. Percentages</b>		<b>79%</b>	<b>22%</b>
<b>Section III. Administrative/Indirect Costs</b>			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	47,050	0	47,050
Commission Fixed Amount	0	0	0
Total	\$47,050	\$0	\$47,050
B. Federally Approved Indirect Cost Rate			
<b>Section III. Subtotal</b>	<b>\$47,050</b>	<b>\$0</b>	<b>\$47,050</b>
<b>Section III Percentage</b>		<b>0%</b>	<b>100%</b>
<b>Section I + III. Funding Percentages</b>		<b>14%</b>	<b>86%</b>
<b>Budget Totals</b>	<b>\$516,567</b>	<b>\$305,000</b>	<b>\$211,567</b>
<b>Budget Total Percentage</b>		<b>59%</b>	<b>41%</b>
<b>Required Match</b>		<b>24%</b>	
<b># of years Receiving CNCS Funds</b>		<b>1</b>	

Form 424A

Page 1

Modified SF-424A (4/88 and 12/97)

**Section II Member Costs does not apply to this budget. DO NOT COMPLETE.** As shown, a line item budget justification for each component MUST be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

Authorized signature \_\_\_\_\_

Date \_\_\_\_\_

## **EXHIBIT C**

### **SAMPLE** **Budget Narrative**

The purpose of the budget narrative is to provide greater detail on the budget line items and the requested amounts. The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

This sample illustrates the budget narrative which you use in eGrants. You will not upload this document. Once you have entered your budget in eGrants, your budget narrative will be in this format. Please print the budget narrative from eGrants and include it within your application packet as Exhibit C. Please sign your eGrants budget narrative with the authorized signature, date and job title. **eGrants will round the budget category totals to the nearest dollar.**

### **Budget Narrative (eGrants Budget Section)**

#### **Section I. Program Operating Costs**

##### **A. Personnel Expenses**

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Totals						

##### **B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

##### **C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

##### **C. 2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

##### **D. Equipment**

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals					

#### E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

#### F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

#### G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

#### G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

#### H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

#### I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

<b>Subtotal Section I:</b>	<b>Total Amount</b>	<b>CNCS Share</b>	<b>Grantee Share</b>
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## Section II. Member Costs

### A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)						
Half Time (900 hrs)						
1st Year of 2-Year Half Time						
2 <sup>nd</sup> Year of 2-Year Half Time						
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)						
Minimum Time (300 hrs)						
Totals						

### B. Member Support Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals					

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
Subtotal Sections I + II:			

## Section III. Administrative/Indirect Costs

### A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Totals				

### B. Federally Approved Indirect Cost Rate Method

Cost Type	Cost Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share

Budget Total: Validate this budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share

Authorized Signature\_\_\_\_\_ Date\_\_\_\_\_

Job Title\_\_\_\_\_

## **EXHIBIT D**

### **Disclosure of Other Funding Sources**

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding **for the proposed program\***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<b>Type of Funding (Federal, State, local, other)</b>	<b>Received From</b>	<b>Amount</b>	<b>End Date (If Applicable)</b>
<b>TOTAL:</b>			

**\*This table should include only those funds that will support the program detailed in this application.**

Authorized Signature\_\_\_\_\_ Date\_\_\_\_\_

Job Title\_\_\_\_\_



## **EXHIBIT E**

### **Offeror's Experience**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, reduced alcohol use by 10%, etc.)

## **EXHIBIT F**

### **Personnel Staff Overview**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

**In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.**

<b>STAFF MEMBER</b>	<b>BACKGROUND AND EXPERTISE OF PERSONNEL</b>
Name:  Title:  What percent of time will be spent this project:	
Name:  Title:  What percent of time will be spent this project:	
Name:  Title:  What percent of time will be spent this project:	
Name:  Title:  What percent of time will be spent this project:	
Name:  Title:  What percent of time will be spent this project:	
Name:  Title:  What percent of time will be spent this project:	

## **EXHIBIT G**

### **Governor's Office for Children, Youth and Families** **Standard Data Collection Form for the Grant Information Management System (GIMS)**

#### **A. Agency Information:**

Program Name (if applicable) \_\_\_\_\_

Agency \_\_\_\_\_ Program Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

County \_\_\_\_\_

Employer Identification Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Agency Classification: \_\_\_\_\_ State Agency \_\_\_\_\_ County Government \_\_\_\_\_ Local Government \_\_\_\_\_ Schools \_\_\_\_\_ Tribal

\_\_\_\_\_ Faith Based \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

Have you previously conducted business with the State using this EIN: **Y N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.gAC.state.az.us/onlineforms>

In which Congressional (Federal) District is your agency? Enter District # \_\_\_\_\_  
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # \_\_\_\_\_  
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ \_\_\_\_\_

What is your organization's fiscal year-end date? \_\_\_\_\_

Accounting Method: \_\_\_\_\_ Cash \_\_\_\_\_ Accrual \_\_\_\_\_ Modified

Is your organization subject to the requirements of an annual independent audit in accordance with OMB Circular A-133? **Y N**

Please provide contact information of the audit firm conducting your audit:

Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

#### **B. Proposed Program Information / Description:**

Amount requesting: \_\_\_\_\_

Service area of proposed program: \_\_\_\_\_

Target population of proposed program: \_\_\_\_\_

Number of participants to be served: \_\_\_\_\_

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

**Program Agency** – Indicates person with primary contact with the Governor’s Office for Children, Youth and Families and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

**Fiscal Agency** - Indicates person responsible for financial matters pertaining to this grant.

**Collaborator** – Indicates all persons/agencies who have been identified as a collaborator, partner, and host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

**EXHIBIT H**  
**Governor's Office for Children, Youth and Families**  
**Financial Systems Survey**

Name of Applicant: \_\_\_\_\_

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

**A. GENERAL INFORMATION**

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Is your organization subject to the requirements of the A-133 Single Audit Act? If yes, please <b>attach</b> a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization is not subject to the A-133, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please <b>attach</b> a complete copy of the most recent audited, reviewed or compiled financial statements. If no, please attach a copy of the most recently prepared financial statements including a balance sheet, income statement, statement of cash flows and a description of the source of the documents.	<input type="radio"/> YES <input type="radio"/> NO
4. Please <b>attach</b> a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract numbers: _____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify: _____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

## **B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<ul style="list-style-type: none"><li>○ Manual</li><li>○ Automated</li><li>○ Combination</li></ul>
2. How frequently do you post to the General Ledger?	<ul style="list-style-type: none"><li>○ Daily</li><li>○ Weekly</li><li>○ Monthly</li><li>○ Other</li></ul>
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an indirect cost plan/rate need to <b>attach</b> a copy of the methodology and calculations in determining the rate.	<ul style="list-style-type: none"><li>○ Direct Charges</li><li>○ Utilizing an Indirect Cost Allocation Plan or Rate</li></ul>

## **C. INTERNAL CONTROLS**

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
3. Are all accounting entries and payments supported by source documentation?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Are cash or in-kind matching funds supported by source documentation?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Are employee time sheets supported by appropriately approved/signed documents?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>

## **D. PROCUREMENT**

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
3. Does the organization complete some level of cost or price analysis for every major purchase?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
4. Does the organization maintain a system of contract administration to ensure Subgrantee conformance with the terms and conditions of each contract?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>
5. Does the organization maintain written procurement policies and procedures?	<ul style="list-style-type: none"><li>○ YES</li><li>○ NO</li></ul>

**E. CONTACT INFORMATION**

Please indicate the following information. In the event that the Governor's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone/Fax/Email: \_\_\_\_\_

**F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Subgrantee has accepted the responsibility of maintaining the financial systems.

\_\_\_\_\_  
Signature

**G. COMMENT AND ATTACHMENTS**

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): \_\_\_\_\_

COMMENTS:

## **EXHIBIT I**

### **ASSURANCES for NON-CONSTRUCTION PROGRAMS**

OMB Approval No 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.**

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or



more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air ) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

**EXHIBIT J**  
**Model, Design, Location, and Focus**  
**(eGrants Applicant Info Section)**

**SECTION I: PROGRAM MODEL**

**Directions: Choose one primary and one secondary program model, if applicable.**

<b>P</b>	<b>Section I: Project Models (select one for primary and another for secondary)</b>	
	<b>Youth Corps</b>	A full-time year-round youth corps program or full-time summer youth corps program, such as a conservation corps or youth service corps that undertakes meaningful service projects with visible public benefits; includes as participants youths and young adults between the ages of 16 and 25 inclusive, including out-of-school youths and other disadvantaged youths.
	<b>Community Corps</b>	A community corps program that meets unmet human, educational, environmental, or public safety needs and promotes greater community unity through the use of organized teams of participants of varied social and economic backgrounds, skill levels, physical and developmental capabilities, ages, ethnic backgrounds, or genders.
	<b>Campus-based Model</b>	A campus-based program that is designed to provide substantial service in a community during the school term and during summer or other vacation periods through the use of students who are attending an institution of higher education.
	<b>Pre-Professional Corps</b>	A pre-professional training program in which students enrolled in an institution of higher education receive training in specified fields, which may include classes containing service-learning; perform service related to such training outside the classroom during the school term and during summer and other vacation periods; and agree to provide service upon graduation to meet unmet human, educational, environmental, or public safety needs related to such training.
	<b>Professional Corps</b>	A professional corps program that recruits and places qualified participants to meet unmet human, educational, environmental, or public safety needs in communities with an inadequate number of such professionals.
	<b>Entrepreneur Corps</b>	A national service entrepreneur program that identifies, recruits, and trains gifted young adults of all backgrounds and assists them in designing solutions to community problems.
	<b>Intergenerational Program</b>	An intergenerational program that combines students, out-of-school youths, and older adults as participants to provide needed community services, including an intergenerational component for other national service programs described in this subsection.
	<b>Service-Learning Program</b>	A program that provides specialized training to individuals in service-learning and places the individuals after such training in positions, including positions as service-learning coordinators to facilitate service-learning in programs eligible for funding under Learn and Serve America School-Based and Community-Based Grants.
	<b>Rural Corps</b>	A program designed to meet the needs of rural communities, using teams or individual placements to address the development needs of rural communities and to combat rural poverty, including health care, education, and job training.
	<b>Hunger Elimination Program</b>	A program that seeks to eliminate hunger in communities and rural areas through service in projects involving food banks, food pantries, and nonprofit organizations that provide food during emergencies.

## SECTION II: PROGRAM DESIGN

**Directions: Choose one or more project designs.**

<b>P</b>	<b>Section II: Program Design</b>	
	<b>Team-Based</b>	A program where members regularly function as a team during the service week.
	<b>Individual Placement /Scattered Site</b>	A program that places one or two members at sites in a variety of locations.
	<b>Intermediary Organization</b>	Intermediary organizations provide the mechanism by which a number of community or faith-based organizations or grassroots groups may access AmeriCorps and other Corporation resources. We define intermediaries as national, regional, state, or local organizations that agree to provide the technical and financial support to assist community or faith-based organizations that do not have the capacity to perform these functions. Intermediaries serve as the legal applicant for a Corporation grant, thereby ensuring that the systems to manage a federal grant are in place.
	<b>Statewide Initiative</b>	A program that operates throughout the state and may or may not have a single issue focus.

## SECTION III: PROGRAM LOCATION

**Directions: Please enter your program's location information.**

<b>P</b>	<b>Geography (please check one)</b>	
	<b>Urban</b>	A program designed to meet the needs of urban communities.
	<b>Rural</b>	A program designed to meet the needs of rural communities.
	<b>Both</b>	A program designed to meet the needs of both urban and rural communities.
		<b>Areas of Need Identification: Check all that apply (optional)</b>
	<b>Areas Affected by Military Downsizing</b>	Areas adversely impacted by reductions in defense spending or the closure or realignment of military installations.
	<b>Empowerment Zones or Redevelopment Areas</b>	Communities designated as empowerment zones or redevelopment areas that are targeted for special economic incentives, or otherwise identifiable as having high concentrations of low-income people.
	<b>Environmentally Distressed Areas</b>	Areas that are environmentally distressed.
	<b>Areas Affected by Management of Federal Lands</b>	Areas adversely affected by federal actions related to the management of federal lands that result in significant regional job losses and economic dislocation.
	<b>Areas with High Unemployment Rates</b>	Areas that have an unemployment rate greater than the national average unemployment for the most recent 12 months for which satisfactory data are available.

## SECTION IV: PROGRAM FOCUS

**Directions: Choose one or more program focus areas from below.**

P	Section IV: Program Focus				
	African American community		Pre-school Children		At-Risk Youth
	Asian American community		K-12 Students		Children of Prisoners
	Latin American community		Young Adults (17-24)		Foster Children
	Native American community		College Students		
	Families/Parents		Incarcerated Individuals and Ex-Offenders		Seniors
	Homeless		Low-Income Community		Unemployed
	Homeless Veterans		Low-Income Housing Residents		Veterans
	Immigrants		Mentally/Physically Challenged		Victims/Potential Victims of Crime
			Persons with HIV/AIDS		
	Asset Accumulation	Community and faith-based organizations that conduct activities that empower the poor through asset accumulation programs including home ownership, individual development accounts, and financial literacy.			
	Strengthening Families	Community and faith-based organizations that conduct activities that strengthen families to break the intergenerational cycle of poverty.			

# **EXHIBIT K**

## **Assurances and Certifications** **(eGrants Review, Authorize and Submit Section)**

### **Instructions**

**By signing and submitting this application, as the duly authorized representative of the applicant, you certify that the applicant will comply with the Assurances and Certifications described below.**

**a) Inability to certify**

Your inability to provide the assurances and certifications listed below will not necessarily result in denial of a grant. You must submit an explanation of why you cannot do so. We will consider your explanation in determining whether to enter into this transaction. However, your failure to furnish an explanation will disqualify your application.

**b) Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**c) Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**d) Definitions**

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “application”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. An applicant shall be considered a “prospective primary participant in a covered transaction” as defined in the rules implementing Executive Order 12549. You may contact us for assistance in obtaining a copy of those regulations.

**e) Assurance requirement for subgrant agreements**

You agree by submitting this application that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

**f) Assurance inclusion in subgrant agreements**

You agree by submitting this application that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

**g) Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**h) Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**i) Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

### **ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

## **For AmeriCorps State and National Applicants ONLY**

*If you are not applying for a grant through AmeriCorps, you may ignore this section.*

- Will comply with all rules regarding prohibited activities, including those stated in applicable Notice, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.
- Will comply with the nondiscrimination provisions in the national service laws, which provide that an individual with responsibility for the operation of a project or program that receives assistance under the national service laws shall not discriminate against a participant in, or member of the staff of, such project or program on the basis of race, color, national origin, sex, age, political affiliation, disability, or on the basis of religion. (NOTE: the prohibition on religious discrimination does not apply to the employment of any staff member paid with non-Corporation funds or paid with Corporation funds but employed with the organization operating the project prior to or on the date the grant was awarded. If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, your organization may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even though the national service legislation includes a restriction on religious discrimination in employment of staff hired to work on a Corporation-funded project and paid with Corporation grant funds. (42 U.S.C. §§ 5057(c) and 12635(c)). For the circumstances under which this may occur, please see the document “Effect of the Religious Freedom Restoration Act on Faith-Based Applicants for Grants” on the Corporation’s website at: <http://www.usdoj.gov/archive/fbci/effect-rfra.pdf>.
- Will comply with all other federal statutes relating to nondiscrimination, including any self-evaluation requirements. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will provide, in the design, recruitment, and operation of any AmeriCorps program, for broad-based input from – (1) the community served, the municipality and government of the county (if appropriate) in which the community is located, and potential participants in the program; and (2) community-based agencies with a demonstrated record of experience in providing services and local labor organizations representing employees of service sponsors, if these entities exist in the area to be served by the program;
- Will, prior to the placement of participants, consult with the appropriate local labor organization, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by an AmeriCorps program, to ensure compliance with the nondisplacement requirements specified in section 177 of the NCSA;
- Will, in the case of an AmeriCorps program that is not funded through a State, consult with and coordinate activities with the State Commission for the state in which the program operates.
- Will ensure that any national service program carried out by the applicant using assistance provided under section 121 of the National and Community Service Act of 1990 and any national service program supported by a grant made by the applicant using such assistance will address unmet human, educational, environmental, or public safety needs through services that provide a direct benefit to the community in which the service is performed;
- Will comply with the nonduplication and nondisplacement requirements set out in section 177 of the National and Community Service Act of 1990, and in the Corporation’s regulations at § 2540.100;

- Will comply with the grievance procedure requirements as set out in section 176(f) of the National and Community Service Act of 1990 and in the Corporation's regulations at 45 CFR § 2540.230;
- Will provide participants in the national service program with the training, skills, and knowledge necessary for the projects that participants are called upon to perform;
- Will provide support services to participants, such as information regarding G.E.D. attainment and post-service employment, and, if appropriate, opportunities for participants to reflect on their service experiences;
- Will arrange for an independent evaluation of any national service program carried out using assistance provided to the applicant under section 121 of the National and Community Service Act of 1990 or, with the approval of the Corporation, conduct an internal evaluation of the program;
- Will apply measurable performance goals and evaluation methods, which are to be used as part of such evaluation to determine the program's impact on communities and persons served by the program, on participants who take part in the projects, and in other such areas as required by the Corporation;
- Will ensure the provision of a living allowance and other benefits to participants as required by the Corporation;
- Has not violated a Federal criminal statute;
- If a state applicant, will ensure that the State subgrants will be used to support national service programs selected by the State on a competitive basis;
- If a state applicant, will seek to ensure an equitable allocation within the State of assistance and approved national service positions, taking into consideration such factors as the locations of the programs, population density, and economic distress;
- If a state applicant, will ensure that not less than 60% of the assistance will be used to make grants to support national service programs other than those carried out by a State agency, unless the Corporation approves otherwise.

## ***CERTIFICATIONS***

### **Certification – Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

### **Certification – Drug Free Workplace**

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:



- A. Publishing a drug-free workplace statement that:
- Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
- The dangers of drug abuse in the workplace;
  - The grantee's policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
- Taking appropriate personnel action against the employee, up to and including termination; or
  - Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

#### **Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### **Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

### **For AmeriCorps State and National Direct Applicants ONLY**

*If you are not applying for a grant through AmeriCorps, you may ignore this section.*

**Erroneous certification or assurance**

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**Notice of error in certification or assurance**

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

**Definitions**

The terms “debarment”, “suspension”, “excluded”, “disqualified”, “ineligible”, “participant”, “person”, “principal”, “application”, and “voluntarily excluded” as used in this document have the meanings set out in 2 CFR Part 180, subpart I, “Definitions.” A transaction shall be considered a “covered transaction” if it meets the definition in 2 CFR part 180 subpart B, “Covered Transactions.”

**Assurance requirement for subgrant agreements**

You agree by submitting this application that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

**Assurance inclusion in subgrant agreements**

You agree by submitting this application that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

**Assurance of subgrant principals**

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**Non-assurance in subgrant agreements**

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

**Prudent person standard**

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

## **ASSURANCES AND CERTIFICATIONS**

**ASSURANCE SIGNATURE:**                      **NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CERTIFICATION SIGNATURE:     NOTE: Sign this form and include in the application.**

---

**SIGNATURE:**

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

- ☐ Certification: Debarment, Suspension and Other Responsibility Matters
- ☐ Certification: Drug-Free Workplace
- ☐ Certification: Lobbying Activities

**Organization Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**EXHIBIT L**  
**SURVEY ON ENSURING**  
**EQUAL OPPORTUNITY FOR APPLICANTS**

OMB NO. 1890-0014 EXP 2/28/2009

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:**

\_\_\_\_\_

**Applicant's DUNS Number:**

\_\_\_\_\_

**Federal Program:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

1. Has the applicant ever received a grant or contract from the Federal government?

☐

Yes

☐

No

2. Is the applicant a faith-based organization?

☐

Yes

☐

No

3. Is the applicant secular organization?

☐

Yes

☐

No

4. Does the applicant have 501(c)(3) status?

☐

Yes

☐

No

5. Is the applicant a local affiliate of a national organization?

☐

Yes

☐

No

6. How many full-time equivalent employees does

the applicant have? (*Check only one box.*)

☐

3 or Fewer

☐

15-50

☐

4-5

☐

51-100

☐

6-14

☐

over 100

7. What is the size of the applicant's annual budget?  
(*Check only one box.*)

☐

Less Than \$150,000

☐

\$150,000 - \$299,999

☐

\$300,000 - \$499,999

☐

\$500,000 - \$999,999

☐

\$1,000,000 - \$4,999,999

☐

\$5,000,000 or more

**EXHIBIT M**  
**Facesheet Instructions**  
**(eGrants Applicant Info and Application Info Sections)**

Modified Standard Form 424 (Rev. 11/02 to conform to the Corporation's eGrants system)

This form is required for applications submitted for federal assistance.

***Item #***

1. Filled in for your convenience.
2. Self-explanatory.
3. 3. a. and 3. b. are for state use only (if applicable).
4. Item 4. a: Leave blank.  
Item 4. b: If you are a recipient in year 2 or 3 of an already-awarded grant, enter the grant number, otherwise, leave blank.
5. Enter the following information:
  - a. The complete name of the organization that will be legally responsible for the grant, not the name of the organizational unit within the legally responsible organization. (For example, indicate "National University" instead of "Liberal Arts Department.")
  - b. Your organization's DUNS number (received from Dun and Bradstreet). **This is a required field. Please see the Notice for instructions on how to obtain a DUNS number.**
  - c. The name of the primary organizational unit that will undertake the assistance activity, if different from 5. a.
  - d. Your organization's complete address with the 9 digit ZIP+ 4 code.
  - e. The name and contact information of the project director or other person to contact on matters related to this application.
6. Enter your Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Item 7. a.: Enter the appropriate letter in the box.  
Item 7. b.: Please enter the characteristic(s) that best describe your organization.

**K-12 Education**

- 1 School (K-12)
- 2 Local Education Agency
- 3 State Education Agency

**Higher Education**

- 4 Vocational/Technical College
- 5 Community College
- 6 2-year College
- 7 4-year College
- 8 Hispanic Serving College or University
- 9 Historically Black College or University
- 10 Tribally Controlled College or University

**Government**

- 23 Local Government-Municipal
- 24 Health Department
- 25 Law Enforcement Agency
- 26 Governor's Office

**Non-Profit Organizations**

- 11 Community-Based Organization
- 12 Faith-Based Organization
- 13 Chamber of Commerce/ Business Association
- 14 Community Action Agency/ Program
- 15 Service/Civic Organization
- 16 Volunteer Management Organization
- 17 Self-Incorporated Senior Corps Project
- 18 Statewide Association
- 19 National Non-Profit (Multistate)
- 20 Local Affiliate of National Organization
- 21 Tribal Organization (Non-government)
- 22 Other Native American Organization

- 28 Other State Government
- 29 Tribal Government Entity
- 30 Area Agency on Aging  
U.S. Territory

27 State Commission/Alternative Administrative Entity

8. Check the appropriate box for type of application and enter the appropriate letter(s) in the lower boxes:
- Check “New” if your organization has never held an AmeriCorps State or National grant before.
  - Check “New Application/Previous Grantee” if your organization has held an AmeriCorps State or National grant in the past and the application is for a new grant.
  - Check “Continuation” if you are a grantee applying for an additional year of funding within an existing multi-year grant project period. AmeriCorps State and National grants are typically awarded for three year periods.
  - Check “Amendment” if you are a grantee proposing any measurable change in an existing grant award; e.g., a budget amendment, extension, changes in the program scope or goals, etc.

If you are proposing an amendment to your grant, check the type of revision you are submitting.

- A. Select “Augmentation” if you are an AmeriCorps State or National grantee submitting a revised budget to incorporate a Corporation-authorized increase.
  - B. Select “Budget Revision” to make a change in the grant budget, including slots.
  - C. Select “No-cost Extension” to request an extension of the grant period, then enter the extension date requested in the blank following the checkbox. No-cost extensions can be requested only in the third year of the 3-year grant cycle and must be requested before the project period ends.
  - D. Select “Other,” as applicable, and specify in the blank provided.
9. Filled in for your convenience.
10. Use the following list of CFDA (Catalog of Federal Domestic Assistance) numbers for the applicable program listing, or other source if so instructed in the *Notice*: 94.006 AmeriCorps State and National.
11. Enter the project title.
- a. When applying for a “Continuation” or “Amendment” applicants should use the same title as used for their existing grant program. When applying as a “New Applicant/Previous Grantee” if the application is for re-funding of a previous grant program, use the same title as was used in the prior grant program if appropriate (i.e., if the program is unchanged).
  - b. Enter the name of the Corporation’s program initiative, if any, as provided in the instructions corresponding to the *Notice* for which you are applying; otherwise, leave blank.
12. List only the largest political entities affected (e.g., counties, and cities).
13. (See item 8) “New” application or “New application/previous grantee:” Enter the dates for the proposed project period. “Continuation” or “Amendment” application: Enter the dates of the approved project period.

Performance Period: this appears only in eGrants, and is for the use of staff only.

14. Leave blank, staff use only.
15. Estimated Funding. Check the appropriate box to indicate the grant year for which funding is being requested. Enter the amount requested or to be contributed during this budget period on each appropriate line, as shown below. The value of in-kind contributions should be included in these amounts, as applicable. For revisions (See item 8), if the action will result in a dollar change to an existing award, include only the amount of the change. For decreases, enclose the amounts in parentheses.

- |                          |  |
|--------------------------|--|
| <b>a. Federal</b>        | The total amount of federal funds being requested in the budget.   |
| <b>b. Applicant</b>      | The total amount of the applicant share as entered in the budget.  |
| <b>c. State</b>          | The amount of the applicant share that is coming from state sources.   |
| <b>d. Local</b>          | The amount of the applicant share that is coming from local governmental sources (e.g., city, county and other municipal sources).   |
| <b>e. Other</b>          | The amount of the applicant share that is coming from non-governmental sources.  |
| <b>f. Program Income</b> | The amount of the applicant share that is coming from income generated by programmatic activities (i.e., use of the additive option where program income is used to increase the size of the program). |
| <b>g. Total</b>          | The applicant's estimate of the total funding amount for the agreement.  |

16. Pre-filled for your convenience. This program is excluded from coverage by State Executive Order 12372.
17. Check the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If Yes, attach an explanation.
18. The person who signs this form must be the applicant's authorized representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

**Note: Falsification or concealment of a material fact, or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both. (18 U.S. Code Section 1001**

## **EXHIBIT N**

### **Process Objectives**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Strategy/ Program	Key tasks (services) to be completed	How Many / How Much	Target Population OR Person Responsible	By when	As measured by



## **EXHIBIT O**

### **Implementation Plan**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<b>Process Objective (AS LISTED ON EXHIBIT J)</b>	<b>Activities</b>	<b>Person Responsible</b>	<b>Date Activity Will Be Completed/Timeline</b>	<b>Support Documentation</b>

## **EXHIBIT P**

### **Evaluation Plan**

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

<b>SITE/PROGRAM</b>	<b>EVALUTION QUESTION(S)</b>	<b>EVALUATION MEASURES/VARIABLES</b>	<b>EVALUATION METHODOLOGY</b>	<b>ANALYSIS PROCEDURES</b>

## **Attachments:**

- Attachment A: Sample Certificate of Insurance
- Attachment B: 2010 National Performance Measures
- Attachment C: 2010 National Performance Measures/ Frequently Asked Questions
- Attachment D: eGrants Performance Measures Section
- Attachment E: AmeriCorps Overview
- Attachment F: National Service Glossary
- Attachment G: Examples of Types of AmeriCorps Programs
- Attachment H: What You Should Know About Designing An AmeriCorps Program
- Attachment I: Beale Codes and County Level Economic Data
- Attachment J: Severely Economic Distressed Communities
- Attachment K: Frequently Asked Questions About National and Community Service and Faith-Based Organizations
- Attachment L: Developing AmeriCorps Members
- Attachment M: 2010-2011 AmeriCorps Member Definitions Grid
- Attachment N: Creating an Application in eGrants

## Attachment A

### Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage:		
		A			
		B			
Name and Address of Insured:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury  Per Person  Each Occurrence  Property Damage  OR  Bodily Injury and  Property Damage  Combined			Comprehensive General Liability Form  Premises Operations  Contractual  Independent Contractors  Products/Completed Operations  Hazard  Personal Injury  Broad Form Property Damage  Explosion & Collapse (If Applicable)  Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date Issued: \_\_\_\_\_

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:	Company Letter:	Companies Affording Coverage:
	A	
	B	
Name and Address of Insured:	C	
	D	

Authorized Representative

**Attachment B**  
**2010 National Performance Measures: Background Information**  
**References and Authorities, Definitions, Suggestions regarding Data**  
**Collection, and Additional Notes**

**EDUCATION PRIORITY AREA**

*Unmet educational needs within communities especially those that help children and youth achieve success in school and prevent them from dropping out before high school graduation.*

**For Teacher Corps, skip to measure 12**

**Applicants proposing an Education Program other than Teacher Corps or Mentoring must select Measures 1 and 2 and at least one measure from Measures 5-11, below. Teacher Corps must select Measures 1 and 2 and Measures 12-17, below.**

<b>Measure 1:</b>	<b>Number of students who start in an AmeriCorps education program.</b>
<b>References/ Authority:</b>	(i) tutoring, or providing other academic support to elementary school and secondary school students
<b>Definition of Key Terms</b>	<b>Education program:</b> AmeriCorps members help students maintain enrollment in and succeed in school (except mentoring or Teacher Corps programs). <b>Elementary and secondary school students:</b> students enrolled in grades K-12. <b>Start in:</b> students enrolled in the education program at the beginning of the program year. Counts may be updated if the number of participants increases.
<b>How to Calculate Measure/ Collect Data:</b>	Count of students who enroll in the program. Students may or may not complete the program. Each student should be counted only once during the program year.

<b>Measure 2:</b>	<b>Number of students who complete participation in an AmeriCorps education program.</b>
<b>References/ Authority:</b>	(i) tutoring, or providing other academic support to elementary school and secondary school students
<b>Definition of Key Terms</b>	<b>Education program:</b> AmeriCorps members help students maintain enrollment in and succeed in school (except mentoring or Teacher Corps programs). <b>Elementary and secondary school students:</b> students enrolled in grades K-12. <b>Complete participation:</b> At the outset of the activity, the program should indicate how many days or hours are required in order to complete the activity. Then they will only count the number of students who meet that threshold by the end of the year. This number will be used as the denominator for selected measures and therefore the amount of attendance should have be enough to influence the results.
<b>How to Calculate Measure/ Collect Data:</b>	Count of students from Measure 1 who complete participation in the activity as indicated by above definition.
<b>Notes:</b>	This is the primary measure CNCS will use to establish how many students are participating in education programs other than mentoring or Teacher Corps. Measure 1 and Measure 2 together will indicate how many students drop out/are retained by these programs.

**Applicants providing a Mentoring Program must use Measures 3 and 4.**

<b>Measure 3:</b>	<b>Number of disadvantaged youth/mentor matches that are commenced by the AmeriCorps program.</b>
<b>References/ Authority:</b>	(iii) mentoring students, including adult or peer mentoring
<b>Definition of Key Terms</b>	<p><b>Mentors</b> are adults who provide support to children or youth through either community based programs or school based programs:  In <u>school based programs</u>, mentors provide support to children for at least one hour/once a week over nine months.  In <u>community based programs</u>, mentors provide support to children for an average of four hours a month over a twelve month period.  <b>Mentoring relationships</b> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.  <b>Disadvantaged youth:</b> “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” (From SAA)  <b>Economic Disadvantage:</b> eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch; may or may not actually be accessing free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a></p>
<b>How to Calculate Measure/ Collect Data:</b>	Programs will count the number of qualifying mentor-mentee matches that are initiated over the course of the program year. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees in the group should be counted.

<b>Measure 4:</b>	<b>Number of disadvantaged youth/mentor matches that were sustained by the AmeriCorps program for at least the required time period.</b>
<b>References/ Authority:</b>	(iii) mentoring students, including adult or peer mentoring
<b>Definition of Key Terms</b>	<p><b>Mentors</b> are adults who provide support to children or youth through either community based programs or school based programs: In <u>school based programs</u>, mentors provide support to children for at least one hour/once a week over nine months.  In <u>community based programs</u>, mentors provide support to children for an average of four hours a month over a twelve month period.  <b>Mentoring relationships</b> are ideally one mentor per child, but could be small group with a ratio of no more than 1:3.  <b>Disadvantaged youth:</b> “includes those youth who are economically disadvantaged and 1 or more of the following: (A) Who are out-of-school youth, including out-of-school youth who are unemployed. (B) Who are in or aging out of foster care. (C) Who have limited English proficiency. (D) Who are homeless or who have run away from home. (E) Who are at-risk to leave secondary school without a diploma. (F) Who are former juvenile offenders or at risk of delinquency. (G) Who are individuals with disabilities.” SAA  <b>Economic Disadvantage:</b> eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch; may or may not actually be accessing</p>

	free/reduced lunch. See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a>
<b>How to Calculate Measure/Collect Data:</b>	Programs will count the number of qualifying mentor-mentee matches that are sustained over the course of the program year. If the program model allows for “small group” mentoring instead of one-on-one matches, all participating mentees in the group should be counted.
<b>Notes:</b>	This is the primary measure CNCS will use to establish how many students are participating in mentoring programs. Measures 3 and 4 are intended to be used together to indicate the retention/drop out rate.

**Applicants providing an Education Program (including Mentoring) must choose at least one measure from Measures 5-11. Choose a measure that aligns with your program design. Tutoring programs are required to choose Measure 5 as one of their measures. (Teacher Corps programs skip to Teacher Corps section.)**

<b>Measure 5:</b>	<b>Number of students with improved academic performance.</b>
<b>References/Authority:</b>	Indicator (ii): student academic achievement
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in either Measure 2 or Measure 4. <b>Improved academic performance:</b> a measure consistent with Department of Education benchmarks and expectations
<b>How to Calculate Measure/Collect Data:</b>	We expect to use the pilot, and emerging standards at the Department of Education, to create structures for measuring student achievement. In year 1 of the pilot, programs should pick from a menu of valid assessment methods, including: state proficiency tests, locally administered assessments (could be tests or grades), or nonprofit administered assessments that are high quality and reliable (CNCS will provide a list of approved assessments).
<b>Other Notes:</b>	The Corporation will convene a work group to create more comprehensive data collection guidelines. The group will include education experts, program representatives and CNCS staff. In the first year, the following guidelines apply: <ul style="list-style-type: none"> <li>• Academic performance data should cover students directly receiving services from the Education Corps grantee – these means that in most cases, school-level academic performance data is not helpful as most programs are not school-wide.</li> <li>• There is a strong preference for test score data from state or standardized tests.</li> <li>• The performance data should focus on reading and math as required in NCLB.</li> </ul>

<b>Measure 6:</b>	<b>Number of youth who have improved their school attendance over the course of the AmeriCorps program’s involvement with the student.</b>
<b>References/Authority:</b>	Indicator (i): student engagement, including student attendance and student behavior
<b>Definition of Key Terms</b>	<b>Youth:</b> those reported in either Measure 2 or Measure 4. <b>AmeriCorps Program Involvement:</b> starts on the date AmeriCorps members begin working with students and ends with the date their involvement with the students ends or the end of the contract year whichever comes first. <b>Attended:</b> NCLB approved definition  Based on the academic literature, the desired target is “attended 90% of school days.” However, CNCS recognizes that some students might make huge improvements without hitting the 90% target and we want to capture that change over time.
<b>How to Calculate</b>	Will need to determine total possible school days between start and end date. Then using attendance records determine the actual number of days attended. Compute



<b>Measure/ Collect Data:</b>	percent attended: (actual number of days attended/total possible school days) X 100.  School / classroom attendance logs. To get at improvement over time programs will need to obtain data on attendance prior to AmeriCorps program's involvement with student. The pilot will allow us to test the ability to obtain this information.
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<b>Measure 7:</b>	<b>Number of students who have not been suspended over the course of the AmeriCorps program's involvement.</b>
<b>References/Aut hority:</b>	Indicator (i): student engagement, including student attendance and student behavior
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in either Measure 2 or Measure 4. <b>AmeriCorps Program Involvement:</b> starts on the date AmeriCorps members begin working with students and ends with the date their involvement ends or the end of the contract year -- whichever comes first. <b>Suspension:</b> all disciplinary actions that result in the student being excluded from class.
<b>How to Calculate Measure/ Collect Data:</b>	Count students who have NOT been suspended between the start and end date of the AmeriCorps members' involvement.  School / classroom disciplinary records

<b>Measure 8:</b>	<b>Number of youth with decreased substance abuse, arrest, or gang involvement.</b>
<b>References/ Authority:</b>	Indicator (i): student engagement, including student attendance and student behavior
<b>Definitions:</b>	<b>Youth:</b> those reported in either Measure 2 or Measure 4. <b>Gang involvement:</b> may mean associating with gang members or participating in gang activities. <b>Substance abuse:</b> may mean use of alcohol, tobacco, or other drugs, including abuse of prescription drugs. <b>Arrest:</b> means an action by a police officer that is called "arrest" by that law enforcement agency regardless of whether the arrest results in a conviction.
<b>How to Calculate Measure/ Collect Data:</b>	Measure gets at the instances of substance abuse, arrest, or gang involvement before and after the AmeriCorps program. Pre-program and post-program surveys; Pre-program survey should refer to at least prior year. CNCS will provide guidance on existing surveys and reliable methodology.

<b>Measure 9:</b>	<b>Number of students graduating from high school.</b>
<b>References/ Authority:</b>	Indicator (iii): secondary school graduation rates
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in either Measure 2 or Measure 4.
<b>How to Calculate Measure/ Collect Data:</b>	School/district promotion and graduation records of individual students who participated in AmeriCorps program. CNCS will help program develop a reasonable baseline and/or comparison group and set "reach" targets. (The purpose of this is to try to get a sense of how the students participating in the AmeriCorps program fared in comparison to similar students who did not participate in the program. For instance, if 75% of the students participating in the AmeriCorps program graduate from high school, is this good or bad. The only way to know is to compare this outcome to the graduation rates of similar students at the school who did not participate in the AmeriCorps program.)
<b>Notes:</b>	This performance indicator is best suited for AmeriCorps programs that primarily serve

	11th and 12 <sup>th</sup> graders and whose objective is promoting high school graduation.
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<b>Measure 10:</b>	<b>Number of students entering post-secondary institutions.</b>
<b>References/ Authority:</b>	(iv) rate of college enrollment and continued college enrollment for recipients of a high school diploma
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in either Measure 2 or Measure 4. <b>Post-secondary institutions</b> may include two-year and four-year colleges <b>Entering:</b> means matriculating as a full-time or part-time student.
<b>How to Calculate Measure/ Collect Data:</b>	Either Measure 2 or Measure 4 is the denominator. Registration records that confirm student enrollments or self report on follow up surveys. CNCS will help programs develop a reasonable baseline and/or comparison group and set “reach” targets.
<b>Notes:</b>	This performance indicator is best suited for AmeriCorps programs that focus on preparing high school students for college.

<b>Measure 11:</b>	<b>Number of students earning a post-secondary degree.</b>
<b>References/ Authority:</b>	(iv) rate of college enrollment and continued college enrollment for recipients of a high school diploma
<b>Definition of Key Terms</b>	<b>Students:</b> those reported in either Measure 2 or Measure 4. <b>Degree:</b> may include an associate degree from an accredited academic program or an occupational or vocational program; a bachelor’s degree (ex., BA, AB, BS); a master’s degree (ex.: MA, MS, MEng, MEd, MSW); a professional school degree (ex.: MD, DDS, DVM); or a doctorate degree (ex.: PhD, EdD).
<b>How to Calculate Measure/ Collect Data:</b>	Either Measure 2 or Measure 4 is the denominator.  Registration records that confirm degree was earned or self report on follow up surveys. CNCS will help program develop a reasonable baseline and/or comparison group and set “reach” targets.
<b>Notes:</b>	This performance indicator is best suited for AmeriCorps programs that focus on preparing high school students for college or programs that work with students in college to help them succeed.

### Teacher Corps Measures

**Applicants providing a Teacher Corps Program must use Measures 12-17. Measures 18 and 19 are optional.**

<b>Measure 12:</b>	<b>Number of AmeriCorps members who begin serving as teachers through a Teacher Corps program.</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	<b>Teacher:</b> is responsible for leading one or more classes of students in grades K-12.
<b>How to Calculate Measure/ Collect Data:</b>	Teacher Corps programs will identify the number of AmeriCorps members who are working as teachers.

<b>Measure 13:</b>	<b>Number of AmeriCorps members who completed serving as teachers through a Teacher Corps program.</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	Number of AmeriCorps members identified in Measure 12 who completed their term of service.
<b>How to Calculate Measure/ Collect Data:</b>	Teacher Corps programs will identify the number of AmeriCorps members who complete the Teacher Corps program. The Corporation will verify with Trust Data.

<b>Measure 14:</b>	<b>Number of individuals teaching in high need public schools</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	<b>Individuals:</b> teachers counted in Measure 13 <b>High need:</b> Any school that meets the definitions outlined in the Race to the Top Notice of Funding Opportunity (CFDA #:84.395A) for High Poverty School or Persistently Low Achieving School. <a href="http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf">http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf</a>

<b>Measure 15:</b>	<b>Number of students in AmeriCorps teacher classrooms with improved academic performance.</b>
<b>References/ Authority:</b>	(ii) student academic achievement
<b>Definition of Key Terms</b>	<b>Students:</b> the students completing the school year who are enrolled in the classes taught by teachers counted in Measure 13.  <b>Improved academic performance:</b> a measure consistent with Department of Education benchmarks and expectations
<b>How to Calculate Measure/ Collect Data:</b>	We expect to use the pilot, and emerging standards at the Department of Education, to create structures for measuring student achievement. In year 1 of the pilot, programs may select from a menu of valid assessment methods, including: state proficiency tests, locally administered assessments (could be tests or grades), nonprofit administered assessments that are high quality and reliable (CNCS will provide a list of approved assessments).
<b>Other Notes:</b>	This measure is required for all Teacher Corps programs. CNCS will include representatives of Teacher Corps programs in a workgroup that will develop standards for how to measure academic achievement.

<b>Measure 16:</b>	<b>Number of individuals teaching in public schools in the year after term of service.</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	<b>Individuals:</b> AmeriCorps teachers counted in Measure 13 <b>Teaching:</b> having primary responsibility for at least one classroom of children in grades K-12.

	<b>After Term of Service:</b> refers to the school year after the term of service ends.
<b>How to Calculate Measure/ Collect Data:</b>	Follow-up survey of Teacher Corps members; program administrative records

<b>Measure 17:</b>	<b>Number of teachers remaining in the education field, but not teaching in a public school (teaching in a private school serving a predominantly low-income community, school support staff, school administration, district administration policy, education non-profits, etc.) after their term of service.</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	<b>Teachers:</b> AmeriCorps teachers counted in Measure 13  <b>After Term of Service:</b> refers to the school year after the term of service ends.
<b>How to Calculate Measure/ Collect Data:</b>	Follow-up survey of Teacher Corps members; program administrative records

**Measures 18 and 19 are optional.**

<b>Measure 18:</b>	Number of teachers who have had a positive impact on student learning as determined by observation-based assessments of teacher performance.
<b>References/ Authority:</b>	(ii) student academic achievement
<b>Definition of Key Terms</b>	<b>Teachers:</b> AmeriCorps teachers counted in Measure 13
<b>How to Calculate Measure/ Collect Data:</b>	Data collection standards for this measure will be considered by the academic achievement workgroup CNCS will convene. In the meantime, consistent with Race to the Top, this measure can be used as an optional supplement to academic achievement for assessing teacher effectiveness. Measure 15 (academic performance of students) must be used.
<b>Other Notes:</b>	Race to the Top suggests an observation-based assessment approach to supplement student performance. <a href="http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf">http://edocket.access.gpo.gov/2009/pdf/E9-27427.pdf</a>

<b>Measure 19:</b>	<b>Number of individuals receiving certification to teach in public schools after their term of service.</b>
<b>References/ Authority:</b>	(vi) any additional local indicator (applicable to a particular recipient and on which an improvement in performance is needed) relating to improving education for students, that is approved by the Corporation or a State Commission
<b>Definition of Key Terms</b>	Receiving certification: according to NCLB standard
<b>How to Calculate Measure/ Collect Data:</b>	Follow-up survey of Teacher Corps members; program administrative records

## HEALTH PRIORITY AREA

*Unmet health needs within communities including access to health care, disease prevention and health promotion initiatives, and health literacy.*

**Applicants must select at least one of the measures (1-7) that matches their program model.**

<b>Measure 1:</b>	<b>Number of individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas utilizing preventive and primary health care services and programs.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (i) access to health services among economically disadvantaged individuals and individuals who are members of medically underserved populations.</p> <p>SAA activity: (ii) assisting individuals in obtaining access to health services, including oral health services, for themselves or their children.</p> <p>SAA activity: (iii) educating economically disadvantaged individuals and individuals who are members of medically underserved populations about, and engaging individuals described in this clause in, initiatives regarding navigating the health services system and regarding disease prevention and health promotion, with a particular focus on common health conditions, chronic diseases, and conditions, for which disease prevention and health promotion measures exist and for which socioeconomic, geographic, and racial and ethnic health disparities exist.</p>
<b>Definition of Key Terms</b>	<p><b>Uninsured:</b> An individual lacks insurance coverage. (This definition is consistent with the National Health Information Survey (NHIS).</p> <p><b>Economically disadvantaged individuals</b> meet income eligibility criteria for Medicaid or SCHIP in the state where the individual/family accessing services resides; do not have to meet other eligibility criteria.</p> <p><b>Medically underserved:</b> An individual who lives in a medically underserved area, as defined by HHS, or is a member of a medically underserved population. The term ‘medically underserved population’ has the meaning given that term in section 330(b)(3) of the Public Health Service Act (42 U.S.C. 254b(b)(3)). Programs may also provide justification for other medically underserved populations.</p> <p><b>Healthcare services:</b> accessible, comprehensive, continuous, and coordinated care to preserve health and prevent, treat or manage disease or infirmity, provided and consistently available in the context of family and community.</p> <p><b>Preventive health care services:</b> Preventive health behavior is "any activity undertaken by an individual who (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246).</p> <p><b>Primary health care:</b> The concept of primary health care was defined by the World Health Organization in 1978 as both a level of health service delivery and an approach to health care practice. Primary care, as the provision of essential health care, is the basis of a health care system. This is in contrast to secondary health care, which is consultative, short term, and disease oriented for the purpose of assisting the primary care practitioner.</p>
<b>How to Measure/ Collect Data:</b>	<p>Count unduplicated new individuals who actually use the preventive and primary health care services and programs, as a result of the grantee’s activities.</p> <p>Grantee records that are follow-up data on clients referred to health care services and programs. Requires grantee to follow-up with client.</p>

<b>Measure 2:</b>	<b>Number of clients to whom information on health insurance, health care access and health benefits programs is delivered.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (ii) access to health services for uninsured individuals, including such individuals who are economically disadvantaged children.</p> <p>SAA activity: (ii) assisting individuals in obtaining access to health services, including oral health services, for themselves or their children.</p> <p>SAA activity: (i) assisting economically disadvantaged individuals in navigating the health services system.</p> <p>SAA activity: (iii) educating economically disadvantaged individuals and individuals who are members of medically underserved populations about, and engaging individuals described in this clause in, initiatives regarding navigating the health services system and regarding disease prevention and health promotion, with a particular focus on common health conditions, chronic diseases, and conditions, for which disease prevention and health promotion measures exist and for which socioeconomic, geographic, and racial and ethnic health disparities exist.</p>
<b>Definition of Key Terms</b>	<p>The information may be delivered using methods such as individual-level interactions, group-level interactions, hotlines, clearinghouses, etc.</p> <p><b>Health insurance</b> is risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.</p> <p><b>Preventive health care services:</b> Preventive health behavior is "any activity undertaken by an individual who is (believed to be) healthy for the purpose of preventing or detecting illness in an asymptomatic state" (Kasl and Cobb 1966, p.246). In the context of healthcare services this may include the provision of a range of activities such as immunizations, family planning, and health/wellness education. More broadly this includes individuals engaging in lifestyle changes (e.g., nutrition, exercise) to help mitigate risk of disease.</p>
<b>How to Measure/ Collect Data:</b>	<p>Count unduplicated new individuals who are provided with information, as a result of the grantee's activities. If more than one method of delivery is used (e.g., a group-level interaction followed by an individual-level interaction), count the client only once.</p> <p>Grantee reports and logs of interactions with clients.</p>

<b>Measure 3:</b>	<b>Number of clients enrolled in health insurance, health services, and health benefits programs.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (i) access to health services among economically disadvantaged individuals and individuals who are members of medically underserved populations</p> <p>SAA indicator: (ii) access to health services for uninsured individuals, including such individuals who are economically disadvantaged children;</p> <p>SAA activity: (i) assisting economically disadvantaged individuals in navigating the</p>

	<p>health services system;</p> <p>SAA activity: (ii) assisting individuals in obtaining access to health services, including oral health services, for themselves or their children;</p> <p>SAA activity: (iii) educating economically disadvantaged individuals and individuals who are members of medically underserved populations about, and engaging individuals described in this clause in, initiatives regarding navigating the health services system and regarding disease prevention and health promotion, with a particular focus on common health conditions, chronic diseases, and conditions, for which disease prevention and health promotion measures exist and for which socioeconomic, geographic, and racial and ethnic health disparities exist.</p>
<b>Definition of Key Terms</b>	<p>Enrolled would mean newly enrolled, as a result of grantee activities. Clients may or may not have existing health insurance, or previous use of health services and health benefits programs.</p> <p><b>Health insurance:</b> is risk arrangement that assures financial coverage for a defined range of health care services, known as benefits, only if these are required. Coverage is offered to an individual or group in exchange for regular payments (premiums paid regardless of use of benefits) by a licensed third party (not a health care provider) or entity, usually an insurance company or government agency that pays for medical services but does not receive or provide health care services.</p>
<b>How to Measure/Collect Data:</b>	<p>Of the new unduplicated clients counted in measure #2 (delivering information), the number that were ultimately enrolled in a health insurance, health services, or health benefits program. Count each client only once. For example, enrolling a client in health insurance and then enrolling that same client in a health service would count as one client.</p>
	<p>Grantee records or data (application and follow-up) on client enrollment and health insurance status.</p>

<b>Measure 4:</b>	<b>Number of clients participating in health education programs.</b>
<b>References/Authority:</b>	<p>SAA indicator: (iii) participation, among economically disadvantaged individuals and individuals who are members of medically underserved populations, in disease prevention and health promotion initiatives, particularly those with a focus on addressing common health conditions, addressing chronic diseases, and decreasing health disparities.</p> <p>SAA indicator: (iv) literacy of patients regarding health</p> <p>SAA activity: (ii) assisting individuals in obtaining access to health services, including oral health services, for themselves or their children;</p> <p>SAA activities:(vii) assisting in health promotion interventions that improve health status, and helping people adopt and maintain healthy lifestyles and habits to improve health status;</p> <p>SAA activity: (iii) educating economically disadvantaged individuals and individuals who are members of medically underserved populations about, and engaging individuals described in this clause in, initiatives regarding navigating the health</p>

	services system and regarding disease prevention and health promotion, with a particular focus on common health conditions, chronic diseases, and conditions, for which disease prevention and health promotion measures exist and for which socioeconomic, geographic, and racial and ethnic health disparities exist;
<b>Definition of Key Terms</b>	<b>Health education program:</b> “any planned combination of learning experiences designed to predispose, enable, and reinforce voluntary behavior conducive to health in individuals, groups or communities.” (Green, LW and Kreuter, MW. <i>Health Promotion Planning: An Educational and Ecological Approach</i> , 3rd ed. Mountain View, CA: Mayfield Publishing Company; 1999.) An educational process by which the public health system conveys information to the community regarding community health status, health care needs, positive health behaviors and health care policy issues. (National Public Health Performance Standards Project.)
<b>How to Measure/Collect Data:</b>	Count unduplicated new clients who participate in the grantee’s health education program. If the health education program has multiple sessions, topics, etc., count the client once. Do not count clients by number of sessions. For example, if a health education program meets once a month for one year, and has 12 participants who complete, then only report 12 (not 144). Grantee collects data on clients attending each session. Logs, case management systems, etc.

<b>Measure 5:</b>	<b>Number of children and youth engaged in in-school or afterschool physical education activities with the purpose of reducing childhood obesity.</b>
<b>References/ Authority:</b>	SAA: (viii) addressing childhood obesity through in-school and after-school physical activities, and providing nutrition education to students, in elementary schools and secondary schools
<b>Definition of Key Terms</b>	Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement. Physical education activities must be in addition to regular activities that would have been provided by the school or afterschool program (cannot supplant existing activities). One goal of the physical activity should be to reduce or prevent childhood obesity.
<b>How to Measure/Collect Data:</b>	Count of the number of children actively participating in the activities. Not just the number enrolled or even the number attending, but rather the number who engage in the activities. Count each child only once.

<b>Measure 6:</b>	<b>Number of children and youth receiving nutrition education with the purpose of reducing childhood obesity.</b>
<b>References/ Authority:</b>	SAA: (viii) addressing childhood obesity through in-school and afterschool physical activities, and providing nutrition education to students, in elementary schools and secondary schools
<b>Definition of Key Terms</b>	Children and youth must be enrolled in elementary, middle, or high school programs within a public, charter, private, or home-school arrangement.  Nutrition education must be in addition to what they would have regularly received as part of planned school curriculum or afterschool activity (cannot supplant existing activities). The education should be appropriate to the grade level.
<b>How to Measure/</b>	Count of the number of children attending the nutrition education sessions. If delivered to a classroom, count the number of children in attendance that day (not the



<b>Collect Data:</b>	enrollment of children in the classroom). Every effort should be made to count each child only once. If the nutrition education program includes multiple topics or sessions, count each child once.
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<b>Measure 7:</b>	<b>Number of clients receiving language translation services at clinics and in emergency rooms.</b>
<b>References/ Authority:</b>	SAA activity: (v) providing translation services at clinics and in emergency rooms to improve health services.  SAA activity: (ii) assisting individuals in obtaining access to health services, including oral health services, for themselves or their children;
<b>Definition of Key Terms</b>	Clinic is defined as any medical facility or establishment where medical services are provided, and where more than one medical specialty is practiced. This may include public health clinics, hospitals, etc. Emergency rooms are located in hospitals or care facilities and handle cases that require immediate attention.
<b>How to Measure/ Collect Data:</b>	Count unduplicated new clients who receive the language translation services. If an encounter involves more than one person (e.g., family members), count each individual separately. Grantee collects data on clients who received translation services at clinics or emergency rooms. Logs, case management systems, etc.

#### **OPPORTUNITY PRIORITY AREA**

*Unmet needs relating to economic opportunity for economically disadvantaged individuals within communities including financial literacy, housing assistance, job training, and nutritional assistance.*

**Applicant must select at least one measure (1-8) that matches their program model. (See measures 12-17 if primary focus of program is on member development.)**

<b>Measure 1:</b> (must also select Measure 9)	<b>Number of economically disadvantaged individuals receiving financial literacy services.</b>
<b>References/ Authority:</b>	SAA activity: (i) Providing financial literacy education to economically disadvantaged individuals, including financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans
<b>Definition of Key Terms</b>	<b>Economically disadvantaged:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts. <b>Individuals:</b> may be a single individual or may represent a family; may be of any age considered an “adult” in the state where services are provided <b>Financial literacy services:</b> “financial literacy education with regard to credit management, financial institutions including banks and credit unions, and utilization of savings plans” SAA
<b>How to Calculate</b>	Unduplicated count of Individuals to whom the “financial literacy services” are provided. Note that this is not simply a referral service. Individuals may contact the organization

<b>Measure/ Collect Data:</b>	more than once during the year to get help but each individual should be reported here only once. Services may be provided in-person, on the phone, or by email.
	Tracking mechanism appropriate for type of service. May be a sign-in sheet or a tracking database.

<b>Measure 2:</b>	<b>Number of economically disadvantaged individuals receiving job training and other skill development services.</b>
<b>References/ Authority:</b>	SAA indicator: (iii) the number of economically disadvantaged individuals with access to job training and other skill enhancement
	SAA activity: Facilitating enrollment in and completion of job training for economically disadvantaged individuals
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged individuals:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Job training:</b> occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.</p> <p><b>Other skill development services:</b> these include:</p> <ul style="list-style-type: none"> <li>■ Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education</li> <li>■ Classroom soft skills training that provides information about appropriate workplace behavior or job search skills</li> </ul> <p><u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.</p>
<b>How to Calculate Measure/ Collect Data:</b>	Unduplicated count of individuals completing the job training or skill development service for which they have signed up.
	Suggested method is course attendance records.

<b>Measure 3:</b> (must also select Measure 10)	<b>Number of economically disadvantaged individuals receiving job placement services.</b>
<b>References/ Authority:</b>	SAA activity: (vii) Assisting economically disadvantaged individuals in obtaining access to job placement assistance
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged individuals:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Job training:</b> occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.</p> <p><b>Other skill development services:</b> these include:</p> <ul style="list-style-type: none"> <li>■ Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education</li> </ul>

	<p>■ Classroom soft skills training that provides information about appropriate workplace behavior or job search skills</p> <p>P. 3, <u>Job Training Policy in the United States</u>, The Upjohn Institute, 2004.</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Unduplicated count of individuals completing the job placement services for which they have signed up.</p> <p>Course attendance records.</p>

<b>Measure 4:</b>	<b>Number of housing units developed, repaired, or otherwise made available for low-income individuals, families or people with disabilities.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (ii) the number of housing units built or improved for economically disadvantaged individuals or low-income families</p> <p>SAA activity: (ii) Assisting in the construction, rehabilitation, or preservation of housing units, including energy efficient homes, for economically disadvantaged individuals</p>
<b>Definition of Key Terms</b>	<p><b>Housing unit:</b> A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</p> <p><b>Developed:</b> “Develop” means build new or substantially rehabilitate (the alternative to rehabilitation is that the unit was uninhabitable or soon would have become so). Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</p> <p><b>Repaired:</b> “Repair” is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances.</p> <p>Can use dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</p> <p><b>Otherwise made available:</b> Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, fair housing advocacy that induces the owner to rent to the target population, a rent subsidy that makes the unit affordable to the individual or family. Rent subsidies are comparatively straightforward to document. Harder to show that other activities were essential to making the unit available. Nonetheless, these are important AmeriCorps activities and should be captured either here or in a separate measure.</p> <p><b>Individuals and families:</b> same as census definition of “household.”</p> <p><b>People with disabilities:</b> Subset of individuals and families that meets a definition related to inability to live independently without support (could use HUD definition). Separate mention in this measure may not be needed, but could leave it in and count units for people with disabilities separately to acknowledge emphasis on this population.</p> <p><b>Low-income:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Unduplicated count of <b>Housing Units</b> developed, repaired, or otherwise made available as defined here for low income individuals, families or persons with disabilities. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</p> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

<b>Measure 5:</b> (must also select Measure 11)	<b>Number of economically disadvantaged individuals, including homeless individuals, receiving housing placement services.</b>
<b>References/ Authority:</b>	SAA activity: (iii) Assisting economically disadvantaged individuals, including homeless individuals, in finding placement in and maintaining housing
<b>Definition of Key Terms</b>	<p><b>Economically disadvantaged:</b> Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts.</p> <p><b>Homeless:</b> Use current HUD definition, which limits homeless people to people who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. Very difficult to distinguish other people “at risk” of homelessness from poor people in general.</p> <p><b>Individuals:</b> Each unique person who will be occupying the unit legally including adults and children but not unborn children.</p> <p><b>Housing placement services:</b> helps qualifying individuals find appropriate housing, find the resources to support use of appropriate housing, and assists individuals in accessing the appropriate housing. May or may not result in an actual placement. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Count of individuals as defined above benefitting from the housing placement service. Can only count each individual once during the program year even though it may be necessary to provide services to the individual more than once.</p> <p>Client tracking database or tracking form</p>

<b>Measure 6:</b>	<b>Number of individuals receiving emergency food from food banks, food pantries, or other nonprofit organizations.</b>
<b>References/ Authority:</b>	<p>SAA: (viii) Carrying out a program that seeks to eliminate hunger in low-income communities and rural areas through service in projects –</p> <ul style="list-style-type: none"> <li>(I) involving food banks, food pantries, and nonprofit organizations that provide food during emergencies</li> <li>(II) seeking to address the long-term causes of hunger through education and the delivery of appropriate services</li> <li>(III) providing training in basic health, nutrition, and life skills necessary to alleviate hunger in communities and rural areas; or assisting individuals in obtaining information about federally supported nutrition programs</li> </ul>
<b>Definition of Key Terms</b>	Note that this measure is about “emergency” assistance which is not meant to designate routine help in meeting a family’s needs. The emergency may be experienced by the family personally such as their house burning down or it may be experienced by the community more broadly such as a natural disaster.
<b>How to Measure/ Collect Data:</b>	<p>Count of individuals for whom the distributed food is intended. Should only be counted the first time they are served.</p> <p>All members of a family should be counted. For example, if the food is given to an</p>

	individual to bring home to a family of “4” than the count is “4” rather than “1”.
	Client tracking database or tracking form

<b>Measure 7:</b>	<b>Number of individuals receiving support, services, education and/or referrals to alleviate long-term hunger.</b>
<b>References/ Authority:</b>	SAA: (viii) Carrying out a program that seeks to eliminate hunger in low-income communities and rural areas through service in projects – (IV) involving food banks, food pantries, and nonprofit organizations that provide food during emergencies (V) seeking to address the long-term causes of hunger through education and the delivery of appropriate services (VI) providing training in basic health, nutrition, and life skills necessary to alleviate hunger in communities and rural areas; or assisting individuals in obtaining information about federally supported nutrition programs
<b>Definition of Key Terms</b>	<b>Long-term hunger:</b> refers to the USDA’s definition of “low food security” or “very low food security” See <a href="http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels">http://www.ers.usda.gov/Briefing/FoodSecurity/labels.htm#labels</a> <b>Support, services, education, or referrals:</b> helps qualifying individuals access food, provides nutritional services, education and life skills to alleviate the food insecurity experienced by the individual/family. Service requires an engagement with the individual in person, by phone, or through a web-interface. Pamphlets, brochures, or web-based information that does not involve a human interaction is not sufficient.
<b>How to Measure/ Collect Data:</b>	Count of individuals receiving the support, services, education and/or referrals. Each individual should be counted only once regardless of the number of different services received during the year. Only count individuals directly engaged in the service.
<b>Other Notes:</b>	Programs may not focus their services solely on providing referrals to Federal assistance programs.

<b>Measure 8:</b>	<b>Number of homebound individuals receiving food, transportation, or other services that allows them to live independently.</b>
<b>References/ Authority:</b>	SAA: (ix) Addressing issues faced by home-bound citizens, such as needs for food deliveries, legal and medical services, nutrition information, and transportation
<b>Definition of Key Terms</b>	<b>Homebound individuals:</b> individuals unable to leave their personal residence due to disability, injury, or age; may be a short-term or long-term need; for example, an individual may have broken hip that prevents them from driving for a few months but after the injury has healed they no longer require help to live independently <b>Live independently:</b> individuals live in a private residence (house, apartment, mobile home, etc.) rather than in an assisted living facility, nursing home, or group home <b>Receiving food, transportation, or other services:</b> individual should receive the supports needed to maintain independent living; not all individuals will require the same supports; may include food deliveries, legal and medical services, nutrition information, transportation, etc.
<b>How to Measure/ Collect Data:</b>	Count number of qualifying individuals as defined above who receive the service. Each individual should be counted only once. If two homebound individuals live at the same address, they should both be counted. If a homebound individual lives with someone else who is not home-bound, the non-homebound individuals in the household should not be counted. Each individual should be counted only once during the program year even though most individuals are likely to need on-going support.

	Project Star information kits created for Senior Corps provide some information about how to track services. See <a href="http://www.nationalserviceresources.org/star/sc-instrument-packets">http://www.nationalserviceresources.org/star/sc-instrument-packets</a>
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**Applicants selecting Measure 1 must also select Measure 9.**

<b>Measure 9:</b>	<b>Number of economically disadvantaged individuals with improved financial knowledge.</b>
<b>References/ Authority:</b>	SAA indicator: (i) the degree of financial literacy among economically disadvantaged individuals
<b>Definition of Key Terms</b>	<b>Disadvantaged individuals:</b> those counted as participating in Measure 1. <b>Improved Financial Knowledge:</b> the financial literacy program should have learning objectives. The improved financial knowledge should be based on those pre-defined learning objectives. Individuals participating in the financial literacy services should know more after they participate than before.
<b>How to Calculate Measure/ Collect Data:</b>	Count of individuals provided services in Measure 1 whose pre-test and post-test scores indicate that they know more about at least one of the financial literacy topics presented. Must conduct a pre-test/post-test to determine amount of knowledge gained.

**Applicants selecting Measure 3 must also select Measure 10.**

<b>Measure 10:</b>	<b>Number of economically disadvantaged individuals placed in jobs.</b>
<b>References/ Authority:</b>	SAA activity: (vii) Assisting economically disadvantaged individuals in obtaining access to job placement assistance
<b>Definition of Key Terms</b>	<b>Economically disadvantaged individuals:</b> Individuals counted for Measure 3 <b>Placed in jobs:</b> individual is hired in a new job as a result of job placement services provided; individual may have been previously working in a different job or previously unemployed
<b>How to Calculate Measure/ Collect Data:</b>	This is the numerator for Measure 3.  Count of individuals receiving services in Measure 3 who are hired into a new job. Count each individual only once even if the individual receives placement in more than one job. Suggested method is a copy of acceptance letter from employer or copy of first pay stub.

**Applicants selecting Measure 5 must also select Measure 11.**

<b>Measure 11:</b>	<b>Number of economically disadvantaged individuals, including homeless individuals, transitioned into safe, healthy, affordable housing.</b>
<b>References/ Authority:</b>	SAA activity: (iii) Assisting economically disadvantaged individuals, including homeless individuals, in finding placement in and maintaining housing
<b>Definition of Key Terms</b>	<b>Homeless:</b> people who spend the night in a place not intended for human habitation, in an emergency shelter, or in a transitional housing facility. See Dept. of Housing and Urban Development definition <a href="http://www.hud.gov/homeless/definition.cfm">http://www.hud.gov/homeless/definition.cfm</a> <b>Individuals:</b> all persons in a family except unborn children <b>Affordable housing:</b> Important dimension of permanence. If individual or family cannot afford the rent and is evicted for non-payment or has to move to avoid eviction, the unit is not permanent. Affordability is defined in two ways, either of which may be appropriate for this purpose. 1) The unit costs not more than a percentage of the household's actual

	<p>income (the standard rule is 30 percent, but the Housing Choice Voucher program provides precedent for going to 40 percent), or 2) the housing unit costs no more than 9 percent of the local area median income (that is, 30 percent of an income at 30 percent of the local AMI, which on national average is the poverty level).</p> <p><b>Safe, healthy housing:</b> The housing unit passes an inspection standard related to immediate health and safety (not durability). The Housing Quality Standards used for the Housing Choice Voucher and many other housing programs would work, but self-certification by the grantee probably is good enough.</p>
<b>How to Calculate Measure/Collect Data:</b>	Count of Individuals. Each unique person who will be occupying the unit legally including adults and children but not unborn children.
	Proof of residence such as lease or mortgage.

***Opportunity Measures Related to Creating Greater Opportunity for AmeriCorps Members***

**Applicants must select at least one of the measures (12-14) that matches their program model.**

<b>Measure 12</b> (must also select 15)	<b>Number of economically disadvantaged AmeriCorps members who are unemployed prior to their term of service.</b>
<b>References/ Authority:</b>	<p>SAA activity: (vii) Assisting economically disadvantaged individuals in obtaining access to job placement assistance</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website:  <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted</p> <p><b>Economically disadvantaged AmeriCorps members:</b> Current AmeriCorps members who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p><b>Unemployed:</b> do not have paid, regular employment or were not serving in the military/national guard within the month prior to beginning their AmeriCorps term of service</p>
<b>How to Calculate Measure/Collect Data:</b>	Count of economically disadvantaged AmeriCorps members who are unemployed prior to their term of service according to above definition.
	Suggested: Self-report of AmeriCorps member at beginning of term of service. Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if: (1) meet the count of individuals as define above and (2) have not been admitted for another term of service.
<b>Other Notes:</b>	CNCS may ask through the member portal or the program may collect the data at the time the AmeriCorps member begins service.

	<p>What were you doing most of last month?</p> <p>Working at a regular job</p> <p>Serving in the military / reserves</p> <p>Working sporadically</p> <p>Looking for work</p> <p>Other _____</p>
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<b>Measure 13</b> (must also select 16)	<b>Number of economically disadvantaged AmeriCorps members who have not obtained their high school diploma or equivalent prior to the start of their term of service.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (iii) the number of economically disadvantaged individuals with access to job training and other skill enhancement</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website:  <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged AmeriCorps members:</b> Current AmeriCorps members who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as define above.</p> <p>Either CNCS will collect through member portal or program will collect at start of term of service.</p> <p>Have you obtained your GED/diploma?</p> <p>Yes</p> <p>No</p> <p>Not sure. Explain. _____</p>
<b>Other Notes:</b>	

<b>Measure 14</b> (must also select 17)	<b>Number of AmeriCorps members who have their high school diploma or equivalent but have not completed a college degree prior to their term of service.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (iv) rate of college enrollment and continued college enrollment for recipients of a high school diploma</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website:  <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>



<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted.</p> <p><b>College</b>, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Program will have to wait until end of term of service to determine if the member should be counted here. Would only be counted if member meets the count of individuals as define above.</p> <p>Either CNCS will collect through member portal or program will collect at start of term of service.</p> <p>Have you obtained your GED/diploma?</p> <p>Yes No Not sure. Explain. _____</p> <p>Have you completed a college degree?</p> <p>Yes No Not sure. Explain. _____</p>

**Applicants selecting Measure 12 must also select Measure 15.**

<b>Measure 15</b>	<b>Number of economically disadvantaged AmeriCorps members that secure employment during their term of service or within one year after finishing AmeriCorps.</b>
<b>References/ Authority:</b>	<p>SAA activity: (vii) Assisting economically disadvantaged individuals in obtaining access to job placement assistance</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website: <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's education trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged AmeriCorps members:</b> Current AmeriCorps members who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p><b>Securing employment</b> refers to paid, regular employment or serving in the military/national guard within the past week.</p> <p>The span of time for which a member will be counted under this measure includes enrollment, to 12 months after a member leaves service or within the subsequent cycle for</p>

	the alumni survey. This enables the measure to include members who obtain employment while enrolled in the program.
<b>How to Calculate Measure/Collect Data:</b>	<p>Count of individuals in Measure 12 who are hired into a job either within one year after finishing AmeriCorps. Count each individual only once even if the individual receives placement in more than one job.</p> <p>CNCS may ask through an Alumni survey or the program may collect the data.</p> <p>What were you doing most of last week?</p> <p>Working at a regular job</p> <p>Serving in the military / reserves</p> <p>Working sporadically</p> <p>Looking for work</p> <p>Other _____</p>
	Suggested: Copy of acceptance letter from employer or copy of first pay stub.

**Applicants selecting Measure 13 must also select Measure 16.**

<b>Measure 16</b>	<b>Number of members that obtain a GED/diploma while serving in AmeriCorps or within one year after finishing AmeriCorps.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (iii) the number of economically disadvantaged individuals with access to job training and other skill enhancement</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website:  <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's education trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted.</p> <p><b>Economically disadvantaged AmeriCorps members:</b> Current AmeriCorps members who are receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance</p> <p>The span of time for which a member will be counted under this measure includes enrollment, to 12 months after a member leaves service or within the subsequent cycle for the alumni survey. This enables the measure to include members who obtain their GED/diploma while enrolled in the program.</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Of the members counted in Measure 13, count of how many obtained a GED/diploma either during their term of service or within 12 months after the term of service ends.</p> <p>CNCS could collect the data through member portal/alumni survey or program could collect.</p> <p>Have you obtained your GED/diploma since [enter date of enrollment]?</p> <p>Yes</p> <p>No</p>

	<p>Have you obtained your GED/diploma since leaving the [AmeriCorps] program?</p> <p>Yes</p> <p>No</p>
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**Applicants selecting Measure 14 must also select Measure 17.**

<b>Measure 17</b>	<b>Number of members that complete a college course within one year after finishing AmeriCorps.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (iv) rate of college enrollment and continued college enrollment for recipients of a high school diploma</p> <p>This complies with the Corporation's goal of: "Building character and creating career and educational opportunities through the volunteer experience."</p> <p>Source: Corporation website:  <a href="http://www.nationalservice.gov/about/role_impact/what_we_do.asp">http://www.nationalservice.gov/about/role_impact/what_we_do.asp</a></p>
<b>Definition of Key Terms</b>	<p>This measure is a <b>count of individuals</b> who are entered into the Corporation's National Service Trust database, who complete their term of service, earn an education award, <u>or</u> leave service due to compelling circumstances (see 45 CFR §2522.200). Individuals who are not enrolled in the trust, or who are dismissed, will not be counted.</p> <p><b>College</b>, as defined for this performance measure, refers to any postsecondary higher education institution. Therefore, it includes colleges, universities, and technical and vocational schools (definition of college per US Census).</p> <p><b>Complete a college course:</b> may have enrolled in course during term of service and completed after term of service ends or may enroll and complete after term of service ends; may or may not pass course but did not drop out and did not take an "incomplete"; course schedule would indicate that course has finished by the time measure has been taken</p> <p><b>Within one year</b> refers to 12 months after a member leaves service, or within the subsequent cycle for the alumni survey.</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Of the members counted in Measure 14, count of how many complete a college course as defined above within 12 months after a member leaves service.</p> <p>CNCS could collect the data through member portal/alumni survey or program could collect.</p> <p>Have you obtained your completed a college course since leaving the [AmeriCorps] program?</p> <p>Yes</p> <p>No</p> <p>If yes, does this course contribute toward a recognized college degree or educational credential?</p> <p>Yes</p> <p>No</p>

## CLEAN ENERGY/ENVIRONMENT PRIORITY AREA

*Unmet energy-efficiency and environmental needs within communities.*

**Applicants must select at least one of the measures (1-6) that matches their program model.**

<b>Measure 1:</b> (must also select 7)	<b>Number of housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency and reduce carbon emissions.</b>
<b>References/ Authority:</b>	SAA indicator: (i) the number of housing units of low-income households weatherized or retro-fitted to significantly improve energy efficiency and reduce carbon emissions
<b>Definition of Key Terms</b>	<b>Weatherization/retrofitted:</b> See the U.S. Department of Energy. Helpful information can be found at the following link <a href="http://www.waptac.org/">http://www.waptac.org/</a> <b>Housing Unit:</b> single family home, mobile home, apartment unit, each side of duplex would count as 1 <b>Structures:</b> Shelters, such as homeless shelters or emergency shelters operated by nonprofit or public organizations; each structure would count as 1 <b>Low income:</b> 200% of poverty or the updated level as found at: <a href="http://www.waptac.org/si.asp?id=1318">http://www.waptac.org/si.asp?id=1318</a>
<b>How to Calculate Measure/ Collect Data:</b>	Count only those units/structures where the work was fully completed as evidenced by a Certificate of Occupancy; where not required, get a written statement from resident or owner or some other certification of completion
<b>Other Notes:</b>	U.S. Department of Energy has training programs, definitions, and tools to assist in these efforts.

<b>Measure 2:</b>	<b>Number of low-income households home and public building energy audits conducted.</b>
<b>References/ Authority:</b>	SAA Activity: (iii) Conducting energy audits for low-income households and recommending ways for the households to improve energy efficiency
<b>Definition of Key Terms:</b>	<b>Home:</b> single family home, mobile home, apartment unit, each side of duplex would count as 1 <b>Public building:</b> buildings owned by public entities and used to serve the public; might include public schools, local/state/national government buildings <b>Energy Audit:</b> See U.S. Dept. of Energy information for suggested definition <a href="http://www.waptac.org/sp.asp?id=6874">http://www.waptac.org/sp.asp?id=6874</a> <b>Low income:</b> 200% of poverty or the updated level as found at: <a href="http://www.waptac.org/si.asp?id=1318">http://www.waptac.org/si.asp?id=1318</a>
<b>How to Calculate Measure/ Collect Data:</b>	U.S. Dept. of Energy provides some tracking tools at: <a href="http://www.waptac.org/sp.asp?id=6874">http://www.waptac.org/sp.asp?id=6874</a> May create own tracking mechanism.
<b>Other Notes:</b>	This may be the first step toward weatherization. It is an activity recommended by the DOE to determine what weatherization/energy improvement strategies would be best suited for each home/structure.

<b>Measure 3:</b>	<b>Number of students and youth receiving education or training in energy-efficient</b>
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	<b>and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture.</b>
<b>References/ Authority:</b>	SAA indicator: (iii) the number of students and youth receiving education or training in energy-efficient and environmentally conscious practices
<b>Definition of Key Terms</b>	<p><b>Students and youth:</b> People under the age of 25 or those enrolled in educational institutions, including post-secondary institutions</p> <p><b>Education or Training:</b> may be one-time or an on-going series; cannot just be distribution of pamphlets or information available on a web-site; should have learning objectives; may be in person or through a web-based interface</p> <p><b>Energy-efficient and environmentally conscious practices:</b> U.S. Dept. of Energy has some suggested materials at <a href="http://energizedlearning.lbl.gov/">http://energizedlearning.lbl.gov/</a></p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Count of each individual student/youth participating in the training. Some students/youth may attend multiple trainings but they should only be counted once. If providing the training through the classroom training, should count the students/youth present not just those enrolled. If providing the training through a school assembly, get the best estimate from school officials of the number in attendance.</p> <p>Sign-in or attendance sheets from education/training sessions when possible. Tracking needs to enable unduplicated count when possible.</p>

<b>Measure 4:</b>	<b>Number of acres of national parks, state parks, city parks, county parks, or other public lands and tribal communities that are cleaned or improved.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (iv) (I) the number of acres of national parks, State parks, city parks, county parks, or other public lands, that are cleaned or improved</p> <p>SAA activity: (vii) Renewing and rehabilitating national and State parks and forests, city parks, county parks and other public lands, and trails owned and maintained by the Federal Government or a State, including planting trees, carrying out reforestation, carrying out forest health restoration measures, carrying out erosion control measures, fire hazard reduction measures, and rehabilitation and maintenance of historic sites and structures through the national park system, and providing trail enhancements, rehabilitation, and repairs</p>
<b>Definition of Key Terms</b>	<p><b>National parks, State parks, city parks, county parks:</b> park/recreation areas that are designated by national, state, city, or county governments (not trails or rivers; see #5)</p> <p><b>Other public lands:</b> other publicly owned lands</p> <p><b>Tribal communities:</b> Same meaning as imparted by the definitions of “Indian Lands” and “Indian Tribes” provided in. <b>SEC. 101. [42 U.S.C. 12511] Definitions</b> (<a href="http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm">http://www.americorps.gov/help/ac_sn_all/ASN_Megasearch_Site.htm</a>)</p> <p><b>Cleaned:</b> cleared of unnatural debris such as litter, hazardous waste, etc.</p> <p><b>Improved:</b> cleared of natural debris (such as fallen trees/limbs), made safer, etc.</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Count of number of acres that are either cleaned or improved. Count each acre that is either cleaned or improved only once during the program year. It may be necessary to both clean and improve the same acre, but it counts only once. It may be necessary to clean and acre more than once, but it should be counted only once. Only count the acres that are actually cleaned/improved; do not count the entire park/land area unless your project cleans/improves the entire area.</p> <p>Tracking document or thank you note from entity that owns the area cleaned/improved.</p>

<b>Measure 5:</b>	<b>Number of miles of trails or rivers (owned/maintained by national, state, county, city governments or tribal communities) that are cleaned, improved, and/or created.</b>
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<b>References/ Authority:</b>	SAA indicator: (iv)(II) the number of acres of forest preserves, or miles of trails or rivers, owned or maintained by the Federal Government or a State, that are cleaned or improved
<b>Definition of Key Terms</b>	<p><b>Trails:</b> for walking, running, biking, or horses</p> <p><b>Rivers:</b> for swimming, boating, fishing, or other forms of water-based recreation</p> <p><b>Cleaned:</b> cleared of unnatural debris such as litter, hazardous waste, etc.</p> <p><b>Improved:</b> cleared of natural debris (such as fallen trees/limbs), made safer, etc.</p> <p><b>Created:</b> implementing safety measures, making handicapped accessible, or environmental protection measures such as boardwalks, grading, trail-blazing, converting a railroad bed to a trail, etc. that make trails newly available</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Count of miles of trails or rivers that are cleaned, improved, and/or created. Count each mile only once during the program year. Count the area on/in the trail/river and immediately next to the trail/river. It may be necessary to clean or improve the same mile of trail/river more than once but include in count only once.</p> <p>Tracking documents and/or acknowledgement of receipt of services.</p>

<b>Measure 6:</b>	<b>Number of tons of materials collected and recycled.</b>
<b>References/ Authority:</b>	SAA activity: (vi) Assisting in the development of local recycling programs.
<b>Definition of Key Terms</b>	<p>See the following link at the Environmental Protection Agency for helpful information on recycling: <a href="http://www.epa.gov/waste/conserve/rrr/recycle.htm">http://www.epa.gov/waste/conserve/rrr/recycle.htm</a></p> <p><b>1 Ton</b> = 2,000 pounds</p> <p><b>Collected:</b> materials may be brought to your program or your program may collect them from places that would otherwise not benefit from free recycling programs</p> <p><b>Recycled:</b> your program may deliver them to a reputable recycling site or may recycle the materials directly</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Count of tons of materials collected <b>AND</b> recycled; both steps must be performed to count. Use the EPA volume translator to add up the number of pounds of materials collected and recycled:  <a href="http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf">http://www.epa.gov/waste/conserve/tools/recmeas/docs/guide_b.pdf</a>. Then perform the following calculation to get number of tons: # of pounds/2,000 = # of tons.</p> <p>EPA has suggested tracking methods at:  <a href="http://www.epa.gov/waste/conserve/tools/recmeas/index.htm">http://www.epa.gov/waste/conserve/tools/recmeas/index.htm</a></p>

**Applicants selecting Measure 1 must also select Measure 7.**

<b>Measure 7:</b>	<b>Annual energy usage reduction for housing units and structures from weatherizing and retrofitting (in units).</b>
<b>Rationale:</b>	SAA indicator: (ii) annual energy costs (to determine savings in those costs) at facilities where participants have provided service
<b>Definition of Key Terms</b>	See U.S. Dept. of Energy weatherization information for suggestions on how to calculate savings: <a href="http://www.waptac.org/sp.asp?id=6874">http://www.waptac.org/sp.asp?id=6874</a>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Numerator for Measure 1.</p> <p>Use utility bills to compare usage pre and post. Would want to select comparable months to compare.</p>

## VETERANS PRIORITY AREA

*Unmet needs of veterans, members of the Armed Forces who are on active duty, and family members of deployed military personnel and engages veterans in service.*

**Applicants must select at least one measure (1-7) that matches their program model.**

<b>Measure 1:</b>	<b>Number of veterans receiving services and assistance, including veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (vii) the number of projects designed to meet identifiable public needs of veterans, especially veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities</p> <p>SAA activity: (vi) developing projects to assist veterans with disabilities, veterans who are unemployed, older veterans, and veterans in rural communities, including assisting veterans described in this clause with transportation</p>
<b>Definition of Key Terms</b>	<p><b>Veteran:</b> “a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.” section 101 of title 38,23 United States Code, <a href="http://veterans.house.gov/documents/title38.pdf">http://veterans.house.gov/documents/title38.pdf</a></p> <p><b>Veterans with disabilities:</b> “an individual who has served on active duty in the armed forces, has been separated there from under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.” 5 USC Sec. 2108 Paragraph (2), <a href="http://law2.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+175+1++'5%20USC%20Sec">http://law2.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+175+1++'5%20USC%20Sec</a></p> <p><b>Veterans who are unemployed:</b> “certified by the designated local agency as—(I) having been discharged or released from active duty in the Armed Forces at any time during the 5-year period ending on the hiring date, and (II) being in receipt of unemployment compensation under State or Federal law for not less than 4 weeks during the 1-year period ending on the hiring date.” SEC. 1221 (a) (14) (b) of H.R.1 American Recovery and Reinvestment Act of 2009, <a href="http://thomas.loc.gov/cgi-bin/query/F?c111:8:/temp/~c111n8Ueat:e703556">http://thomas.loc.gov/cgi-bin/query/F?c111:8:/temp/~c111n8Ueat:e703556</a>:</p> <p><b>Older veterans:</b> age 65 or older, 2001 National Survey of Veterans (NSV): Final Report, <a href="http://www1.va.gov/vetdata/docs/NSV%20Final%20Report.pdf">http://www1.va.gov/vetdata/docs/NSV%20Final%20Report.pdf</a></p> <p><b>Veterans in rural communities:</b> veterans who reside in communities NOT designated by the U.S. Census Bureau as urban (See <a href="http://www.census.gov/geo/www/ua/uapltab.pdf">http://www.census.gov/geo/www/ua/uapltab.pdf</a>)</p> <p><b>Receiving services and assistance:</b> could be a variety of different kinds of supports to help the veterans have a higher quality of life, but cannot simply be referrals to federal services; may be delivered by phone, e-mail, or in person; may be delivered individually or as a group</p>
<b>How to Calculate Measure/ Collect Data:</b>	<p>Unduplicated count of veterans receiving services or assistance from the AmeriCorps Program. Regardless of the number of times the veteran returns for services or the number of different services the veteran may receive from the AmeriCorps program, each veteran should be counted only once per contract year.</p> <p>Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.</p>

<b>Measure 2:</b>	<b>Number of veterans engaged in service opportunities (other than mentoring).</b>
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<b>References/ Authority:</b>	SAA indicator: (iv) the number of veterans engaged in service opportunities  SAA activity: (ii) Recruiting veterans, particularly returning veterans, into service opportunities, including opportunities that utilize their military experience
<b>Definition of Key Terms</b>	<b>Veterans:</b> see definition under Measure 1. <b>Engaged in:</b> not simply enrolled or signed up to participate; program should set a minimum level at start of year for what “engaged in” means and then count based on that level. <b>Service opportunities:</b> helping others through actions other than mentoring disadvantaged youth; may be other veterans, people within the military community or external to it
<b>How to Calculate Measure/ Collect Data:</b>	Unduplicated count of veterans participating in service opportunities either directly sponsored by the AmeriCorps project or for which the AmeriCorps project acted as a direct connection between the veteran and the service opportunity. Regardless of how many times the veteran participates or in how many different service opportunities, each veteran should only be counted once. It is suggested that service hours be tracked as well. If an AmeriCorps-sponsored opportunity, veteran should sign in on a tracking sheet. If an opportunity to serve through another organization, a letter from the organization indicating the veteran’s level of service or a tracking sheet from that organization.
<b>Other Notes:</b>	There is another indicator specific to mentoring.

<b>Measure 3:</b>	<b>Number of veterans assisted in pursuing educational opportunities.</b>
<b>References/ Authority:</b>	SAA indicator: (ii) the number of veterans who pursue educational opportunities  SAA activity: (iii) Assisting veterans in developing their educational opportunities (including opportunities for professional certification, licensure, or credentials), coordinating activities with and assisting State and local agencies administering veterans education benefits, and coordinating activities with and assisting entities administering veterans programs with internships and fellowships that could lead to employment in the private and public sectors
<b>Definition of Key Terms</b>	<b>Veterans:</b> see definition under Measure 1. <b>Assisted in:</b> does not include educational counseling or referrals; service must result in enrollment of veteran in an educational program <b>Pursuing educational opportunities:</b> enrollment in GED, post-secondary programs, proprietary schools, certification programs (including on-line educational opportunities) as indicated in the GI Bill <a href="http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL">http://www.gibill.va.gov/GI_Bill_info/programs.htm#IHL</a> and at institutions approved by the Dept. of Veterans Affairs <a href="http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do">http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do</a>
<b>How to Calculate Measure/ Collect Data:</b>	Unduplicated count of veterans enrolling in an approved educational program. It may be necessary to assist the same veteran more than once but each individual should be counted only once during the program year. Proof of school enrollment and grantee service tracking documents.

<b>Measure 4:</b>	<b>Number of veterans assisted in receiving professional certification, licensure, or credentials.</b>
<b>References/ Authority:</b>	SAA indicator: (iii) the number of veterans receiving professional certification, licensure, or credentials



<b>Definition of Key Terms</b>	<p><b>Veterans:</b> see definition under Measure 1.</p> <p><b>Assisted in:</b> Helping the veteran stay in school, earn passing grades, and achieve the certification, licensure, credentials, or degree</p> <p><b>Receiving professional certification, licensure, credentials:</b> licensing board, degree granting authority, credentialing organization, etc. certifies that the veteran has successfully completed their educational program</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Unduplicated count of veterans successfully completing their educational program. A single veteran may complete more than one educational program during the year but each individual should be counted only once during the program year.</p> <p>Official copy of educational attainment (transcript, diploma, etc.) and grantee service tracking documents.</p>

<b>Measure 5:</b>	<b>Number of veterans engaged in mentoring relationships with economically disadvantaged students.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (vi) the number of economically disadvantaged students engaged in mentoring relationships with veterans</p> <p>SAA activity: (v) Assisting veterans in developing mentoring relationships with economically disadvantaged students</p>
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> see definition under Measure 1.</p> <p><b>Mentors:</b> adults who provide support to children or youth through either community based programs or school based programs:  <u>In school based programs</u>, mentors provide support to children for at least one hour/once a week over nine months.  <u>In community based programs</u>, mentors provide support to children for an average of four hours a month over a twelve month period.</p> <p><b>Mentoring relationships:</b> ideally one mentor per child, but could be small group with a ratio of no more than 1:3.</p> <p><b>Economically disadvantaged students:</b> eligible for free (at or below 130% of poverty) or reduced (between 130% to 185% of poverty) lunch; may or may not actually be accessing free/reduced lunch  See: <a href="http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm">http://www.ers.usda.gov/Briefing/ChildNutrition/lunch.htm</a></p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Unduplicated count of veterans participating in the above defined activity that was either sponsored by this AmeriCorps program or directly facilitated by this AmeriCorps program.</p> <p>Sign-in sheet provided by AmeriCorps program.</p>

<b>Measure 6:</b>	<b>Number of housing units developed, repaired, or otherwise made available for veterans.</b>
<b>References/ Authority:</b>	SAA indicator: (i) the number of housing units created for veterans
<b>Definition of Key Terms</b>	<p><b>Veterans:</b> see definition under Measure 1.</p> <p><b>Housing unit:</b> A single-family home (including a mobile home if permanently placed), an apartment, or a room in a group home for people with disabilities.</p> <p><b>Developed:</b> “Develop” means build new or substantially rehabilitate (the alternative to rehabilitation is that the unit was uninhabitable or soon would have become so). Involves replacing major systems such as the roof, the plumbing, the wiring, the foundation, or elevating the unit as required by a flood plain standard.</p>

	<p><b>Repaired:</b> “Repair” is a more modest level of physical work on the unit, such as weatherizing, painting, replacing appliances.</p> <p>Can use dollar cut-off to distinguish “developed” from “repaired” (e.g., 30K/unit) or can distinguish by whether major systems are replaced. Dollar cut-off would require valuing volunteer labor, distinguishing between skilled trades and other workers.</p> <p><b>Otherwise made available:</b> Activities that make available <u>through improved access</u> a housing unit that is in the housing stock and likely to remain habitable. For example, assistance in searching for the unit, fair housing advocacy that induces the owner to rent to the target population, a rent subsidy that makes the unit affordable to the individual or family. Rent subsidies are comparatively straightforward to document. Harder to show that other activities were essential to making the unit available. Nonetheless, these are important AmeriCorps activities and should be captured either here or in a separate measure.</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Unduplicated count of <b>Housing Units</b> developed, repaired, or otherwise made available as defined here for veterans. This count indicates that the work has been completed to make the units available but they may or may not have been occupied.</p> <p>Inspection report, certificate of occupancy, or other verification from an external agency that the work was completed.</p>

<b>Measure 7:</b>	<b>Number of military families receiving services and assistance.</b>
<b>References/ Authority:</b>	<p>SAA indicator: (v) the number of military families assisted by organizations while a family member is deployed and upon that family member’s return home</p> <p>SAA activity: (i) Promoting community-based efforts to meet the unique needs of military families while a family member is deployed and upon that family member’s return</p>
<b>Definition of Key Terms</b>	<p><b>Active Duty Military Member:</b> The term “active duty” means—(A) full-time duty in the Armed Forces, other than active duty for training; (B) full-time duty (other than for training purposes) as a commissioned officer of the Regular or Reserve Corps of the Public Health Service (i) on or after July 29, 1945, or (ii) before that date under circumstances affording entitlement to “full military benefits” or (iii) at any time, for the purposes of chapter 13 of this title; (C) full-time duty as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessor organization the Coast and Geodetic Survey (i) on or after July 29, 1945, or (ii) before that date (I) while on transfer to one of the Armed Forces, or (II) while, in time of war or national emergency declared by the President, assigned to duty on a project for one of the Armed Forces in an area determined by the Secretary of Defense to be of immediate military hazard, or (III) in the Philippine Islands on December 7, 1941, and continuously in such islands thereafter, or (iii) at any time, for the purposes of chapter 13 of this title; (D) service as a cadet at the United States Military, Air Force, or Coast Guard Academy, or as a midshipman at the United States Naval Academy; and (E) authorized travel to or from such duty or service. <b>7 CH. 1—GENERAL Sec. 101, <a href="http://veterans.house.gov/documents/title38.pdf">http://veterans.house.gov/documents/title38.pdf</a></b></p> <p><b>Military family:</b> Related by blood, marriage, or adoption to a current member of the U.S. armed forces including one who was deceased within the previous year.</p>
<b>How to Calculate Measure/Collect Data:</b>	<p>Count is based on the member of the family who is an Active Duty Military Member. Services may be provided to the family as a group or to individual members but if they are all part of the same military family then the count is “1”. Services may include referrals to federally supported military services but cannot be exclusively referrals/education about those services. Services may be provided in person, on the phone, or by email.</p>

	Requires a tracking system appropriate to the service. Sign-in sheet, database tracking system, etc.
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## **Attachment C**

### **2010 National Performance Measures/ Frequently Asked Questions**

1. *What is the 2010 National Performance Measures Pilot?*

For fiscal year (FY) 2010, AmeriCorps established five priority areas: Education, Healthy Futures, Opportunity, Clean Energy and Veterans. Within these priority areas, CNCS has created national performance measures to provide a means by which to aggregate the results of similar programs and demonstrate the impact of AmeriCorps in these areas. Grant applicants proposing programs in one or more of these areas may opt to use these measures. Applicants opting into the pilot will receive priority in the selection process.

2. *How did CNCS decide on the pilot measures? What was the process for creating them?*

The Corporation for National and Community Service (CNCS) undertook a multi-step process to create the first round of performance measures, as illustrated in [this chart](#). We started with the activities and measures authorized in the Serve America Act, reviewed measures currently in use by grantees, and scanned the work of other federal agencies and think tanks to develop the first draft. Feedback from a grantee working group, academics and issue area experts, participants in the September 2009 Grantee Meeting, the Office of Management and Budget, and the Domestic Policy Council of the White House contributed to the final version.

3. *Will all AmeriCorps State and National grantees be eventually required to use national performance measures?*

CNCS expects to require national measures of all AmeriCorps State and National grantees within the next 3 – 5 years.

4. *If I opt into the pilot this year, will I maintain the same measures next year?*

Yes – it is best to keep measures consistent over the life of your three-year grant so that progress can be measured over time. However, because this is a pilot, it is possible that some measures may change.

5. *In FY 2010, we will be in a continuation year of our grant. Should we opt into the pilot?*

In general, no. You should keep your measures consistent over the life of your 3 year grant cycle so that you can measure progress over time. If you feel that your current measures are not serving you well and you prefer the standardized measures in the pilot, please consult with your Program Officer.

6. *How do I decide if my program should opt into the pilot?*

If the measures align with your program's activities, then we strongly encourage you to opt in.

7. *If I propose a program in one of the priority areas, do I have to join the National Performance Measures Pilot?*

No. It is possible that your program fits within one of the priority areas, but the current list of measures does not capture your program's activities.

8. *Does my application receive preference for participating in the pilot?*

Yes. An applicant that opts into the pilot will receive preference in the selection process. A preference means that, all other things being equal, an applicant that opts into the pilot will be funded over an applicant that does not.

9. *If I opt into the pilot, are there specific outputs and outcomes I am required to use?*

Yes. If you decide to opt into the pilot, please read the directions carefully. Certain programs must choose specific outputs and outcomes.

10. *If I participate in the pilot, can I still self-nominate some performance measures in addition to the standard measures?*

You have the option of creating your own performance measures in eGrants, unless you select the Education Priority Area. The Education Priority Area does not include the option of creating self-nominated measures. If you create your own performance measures, you must include at least one aligned output and intermediate outcome in order to submit your application.

11. *I want to participate in the Pilot, but while I see outputs that apply to my program, there aren't any appropriate outcome measures.*

In the non-education priority areas, you may find that your program aligns with one of the outputs but none of the outcomes. In that case, you would be required to develop your own outcome measures. This is described in Section X of the 2010 Notice of Funding Opportunity. AmeriCorps regulations require both outputs and outcomes for AmeriCorps programs.

12. *How do I indicate that I am opting into the pilot?*

You will indicate whether you will be working in a Priority Area and whether you will be using one or more national measures for each priority area in the eGrants performance measure screens at the time of application. In addition, reference the Priority Area, national measure, and proposed target in your narrative discussion of outputs and outcomes. You will select specific national measures in the performance measure screens in eGrants during the post review pre-award clarification process.

13. *Am I allowed to allocate funds for collecting and analyzing data? If so, how much?*

Expenses related to measuring the performance of your program are an allowable grant expense. There is no standard recommended amount. For

all budget expenses, amounts allocated must be reasonable and allowable for your proposed program.

*14. What kind of support will be available to me over the course of the Pilot?*

After FY 2010 grants are awarded, CNCS will provide training and technical assistance to help programs determine which data collections methods, tests or surveys would be most appropriate for specific measures.

*15. One of our program's primary funders requires us to report on a performance measure that is similar to one of your standardized measures, but slightly different. Can I just report on that measure instead?*

No. If you opt into the pilot, you need to report to CNCS on the measure as it is defined.

*16. I have suggested edits to the national performance measures. Is it too late for me to give input?*

No. Since this is a pilot, we expect to make changes before national performance measures go fully into effect. Please share any recommended changes with your Program Officer.

**Attachment D**  
**(eGrants Performance Measures Section)**

Please fill in the performance measure information for each section.
<b>General Info</b>
Performance Measurement Title: <b>Planning Grant or Indian Tribes Planning Grant</b>
Measure Category (choose one): Needs and Service Activities Participant Development Strengthening Communities <b>NA</b>
Service Category addressed by this Performance Measure Worksheet (see Attachment A, Service Categories): <b>Enter Service Category</b>
<b>Needs and Activities</b>
Enter: <b>Plan an AmeriCorps program and gain capacity to apply successfully for an AmeriCorps operational grant.</b>
Enter: <b>Work with grantor staff to design and conduct planning process. Write and submit an AmeriCorps operational grant application.</b>
How many AmeriCorps members will be participating in this activity? <b>NA</b>
How many days per week (on average) will this activity occur? <b>NA</b>
How many hours per day (on average) will this activity occur? <b>NA</b>
When does this activity begin? <b>NA</b>
When does this activity end? <b>NA</b>
<b>Results</b>
The outputs and outcomes you intend to track for a particular activity:
<b>Result Type</b>
<b>Outputs</b> are counts of the amount of service members or volunteers have completed, but do not provide information on benefits to or other changes in the lives of members and/or beneficiaries.
<b>Intermediate-outcomes</b> specify changes that have occurred in the lives of members and/or beneficiaries, but are short of a significant benefit for them.
<b>Result: Output</b>
<b>Result Statement:</b> Enter: <b>Planning process completed and application successfully submitted.</b>
<b>Indicator:</b> A specific, measurable item of information that specifies progress toward achieving a result. Indicator: <b>NA</b>

## **Attachment E**

### **AmeriCorps Overview**

1. **The Corporation for National Service:** The Corporation for National Service was established in 1993 to bring together existing national service programs and a new service initiative to engage Americans of all ages and backgrounds in community-based service. It supports a range of national and community service programs, providing opportunities for participants to serve full-time and part-time, with or without a living allowance, as individuals or as a part of a team. AmeriCorps engages thousands of Americans on a full or part-time basis to help communities address their toughest challenges while earning support for college, graduate school or job training.
2. **The State Commission:** The State Commission / Division for Community and Youth Development were established to administer service programs in the state and to promote citizenship and service throughout the state. Local organizations and agencies apply through their state commissions for AmeriCorps grants.
3. **The AmeriCorps Programs:** AmeriCorps programs provide full and part-time opportunities for participants, called Members, to provide service to their communities through community organizations and agencies. AmeriCorps joins a long tradition of programs encouraging and rewarding service—programs like the Civilian Conservation Corps, and the Peace Corps. Unlike past federal initiatives, AmeriCorps is locally driven and community-based, but like them it has a specific mission.

Over 250,000 people have served in AmeriCorps programs since it was founded and over 60,000 AmeriCorps members working all over the country. They are immunizing babies in south Texas and raising reading scores in Ohio; walking the NYPD beat in Brooklyn and patrolling Balboa Park in San Diego; preserving the Gulf coastline and the Chesapeake Bay; taking seniors safely to the doctor in St. Louis and keeping kids out of gangs in Cleveland, Ohio.

AmeriCorps provides trained, dedicated people to help nonprofits accomplish more and make more effective use of volunteers. President Bush has asked AmeriCorps to expand its work in public safety, public health, and disaster relief to assist in homeland security. The President has also proposed expanding AmeriCorps as part of his USA Freedom Corps initiative.

AmeriCorps includes two other national programs which are managed by the Corporation for National and Community Service - AmeriCorps\*VISTA and AmeriCorps\*National Civilian Community Corps. There are over 4,000 AmeriCorps\*VISTAs serving to develop programs, mobilize resources, and



build capacity for service programs across the nation. AmeriCorps\*NCCC is an innovative program in which AmeriCorps programs live and train on downsizing military bases and other locations while undertaking service projects (particularly those focused on the environment) in the surrounding region.

**ATTACHMENT F**  
**National Service Glossary**



**AMERICORPS**

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

**AmeriCorps** – An umbrella term that refers to programs that are designated by the Corporation as national service programs and the participants in them. AmeriCorps includes AmeriCorps\*State/National, AmeriCorps\*VISTA, and AmeriCorps\*NCCC (National Civilian Community Corps).

**AmeriCorps\*NCCC (National Civilian Community Corps)** – A residential AmeriCorps program in which 18-24-year-old-members are housed and trained together on military bases and deployed in teams to service sties throughout the surrounding region.

**AmeriCorps\*State and National** – Used only when referring to grants or funding. AmeriCorps\*State grants are distributed through the state commissions; AmeriCorps\*National grants are distributed to organizations directly from the national office of the Corporation for National Service.

**AmeriCorps\*VISTA (Volunteers in Service to America)** – Full-time, national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps\*VISTA members serve nonprofit, faith-based, and community organizations and agencies to develop permanent infrastructure that aids and expands services, strengthens programs, and empowers low income individuals. AmeriCorps\*VISTA is under the AmeriCorps umbrella and is administered out of the Corporation's State Offices.

**Corporation for National and Community Service (CNCS)** – The independent federal agency that encompasses the work and staff of two previously existing agencies, the Commission on National and Community Service and ACTION. The National and Community Service Trust Act of 1993 created the Corporation.

**Education Award** – A post-service benefit of \$4,725 (full time) or \$2,363.50 (part time) earned by all AmeriCorps successfully completing a term of service. The award is paid directly to a lending or educational institution and may be used to pay off education loans or to finance college, graduate school, or approved vocational training.

**Evaluation** – A formal external assessment of program effectiveness and

outcomes at the end of a given period of time. Evaluation is primarily the responsibility of the Corporation and is conducted by the Corporation with the cooperation of state commissions and programs.

**Formula Funding** – The annual allotment given to each state against which the state commissions solicits proposals for AmeriCorps funding.

**MSY (Member Service Year)** – In AmeriCorps, a full time member is an individual who is expected to serve a minimum of 1,700 hours over a 9-12 month period.

**Learn and Serve America** – Service-learning programs that are designed to enrich academic learning and promote growth in participants while meeting community needs. There are two categories of Learn and Serve America programs: K-12 and Higher Education. Learn and Serve America: K-12 has two main components: *school-based*, which includes formula allotment grants to State Education Agencies, and *community-based*, which are distributed on a competitive basis to state commissions, grant-making entities, and other qualified organizations. (See *service-learning*.)

**Living Allowance** – AmeriCorps members receive a modest living allowance during their term of service. This is a benefit in addition to the education award available to members who successfully complete their term of service (See *stipend*.)

**Matching Funds** – State commissions themselves, as well as the programs they fund, are required to meet certain specified match requirements as a condition for receipt of federal funding. For every dollar of federal funds, there is a designated percentage of case of in-kind funds that the state commission or other organizations must provide (this is the “match”).

**Members** – Participants in AmeriCorps (including AmeriCorps\*NCCC, AmeriCorps\*VISTA, and AmeriCorps\*State and National programs) are referred to as members – not volunteers.

**Mission Statement** – A mission statement expresses the program’s vision with regard to national service and indicates the ultimate impacts to be achieved. A program’s annual objectives are derived from the program’s mission statement.

**National and Community Service Trust Act of 1993** – The National and Community Service Trust Act of 1993 created AmeriCorps and the Corporation for National Service. The act authorizes appropriations for AmeriCorps\*State and National, AmeriCorps\*NCCC, Learn and Serve America, the National Service Trust, and the Points of Light Foundation. The 1993 legislation amended the National and Community Service Act of 1990.

**National Competitive Funding** – An annual pool of funds against which state commissions may compete to fund additional AmeriCorps programs in their states.

**National Directs (AmeriCorps\*National)** – AmeriCorps programs funded directly by the Corporation through multi-state non-profit organizations.

**National Service** – Results-oriented service by an individual or group of individuals that helps meet the nation’s needs in the areas of education, homeland security, public safety, the environment, and other human needs.

**NCCC** – See AmeriCorps\*NCCC

**Participant** – The generic term used to describe any individual enrolled in a program funded by the Corporation, as opposed to the more specific term “member,” which refers to individuals enrolled in an AmeriCorps program.

**Program** – A coordinated group of activities linked by common elements such as recruitment, selection, and training of participants, and staff, regular group activities, and assignment to projects organized for the purpose of achieving the mission and goals of national service, and carried out with the assistance provided under the Act.

**Request for Grant Applications (RFGA)** – A term which some states or organizations use to describe the document which they solicit proposals from other organizations. Others may call such as document a request for proposals or bid. State commissions will use RFGAs for AmeriCorps programs from non-profit organizations (both secular and faith-based), local governments, higher education institution, Indian Tribes, and state agencies.

**Senior Corps** - Senior Corps is a network of programs that tap the experience, skills, and talents of older citizens to meet community challenges. Through its three programs – Foster Grandparents, Senior Companions, and RSVP (the Retired and Senior Volunteer Program) – more than half a million Americans age 55 and over assist local nonprofits, public agencies, and faith-based organizations in carrying out their missions.

**Service-Learning** – A method by which students improve academic learning and develop personal skills through structured service projects that meet community needs. Service-learning builds upon students’ service activities by providing them with opportunities to learn by preparing, leading, and reflecting upon their service experiences. (*See Learn and Serve America.*)

**State Commission** – A 15-25 member, independent, bipartisan body appointed by a Governor to implement service programs. Duties of a State Commission include development of a comprehensive Unified State Plan for service and volunteering in the state; submission of the state’s application to the Corporation

for AmeriCorps and community-based Learn and Serve funding; administration of the competition for AmeriCorps\*State programs; oversight and monitoring of funded AmeriCorps and community-based Learn and Serve programs, and reporting accomplishments to the Corporation.

**Stipend** – A cash benefit that is an alternative to the education award – an option only for AmeriCorps\*VISTA members. The term is not synonymous with living allowance. (See living allowance.)

### **Other Useful Terms**

**Audit** – To examine with intent to verify, usually regarding financial accounts.

**Community-based Organization (CBO)** – Any private non-profit organization (including a church or other religious entity) that is representative of a community or a significant segment of a community; and is engaged in meeting, human, environmental, homeland security, or public safety community needs.

**Fiscal Year** – A period of 12 months during which a particular budget is to be spent and accounted for. The “government” year begins on October 1 and end son September 30. Another commonly used period is July 1 to June 30.

**In-kind** – Contributions and donations made in services and projects, not cash.

**National** – Applies to a person residing away from the nation of which he or she is a citizen, or to a person under the protection of a specified nation.

**Partnership** – Two or more entities that have entered into a written agreement specifying the goals and activities of the relationship as well as the responsibilities, goals, and activities of each partner.

## **Attachment G**

### **Examples of Types of AmeriCorps Programs**

You have great flexibility to design a program that develops the citizenship and skills of members, strengthens nonprofit organizations, and addresses community needs. You may assign members to individual projects or organize them in teams. Similarly, you may determine whether a full-time or less than full-time schedule is more appropriate to your program's goals. Our regulations provide a list of program types that illustrate the range of national service programs (see 45 C.F.R., Chapter XXV, Section 2522.110). You may find that your program fits more than one type because program characteristics overlap in some areas.

Some examples of types of programs are:

- programs that recruit, train, and support several hundred college volunteers to serve elementary school students in after-school tutoring programs;
- college-based programs in which student AmeriCorps members, including Federal Work Study students, perform substantial service in local schools or other community settings;
- programs where members respond to disasters, recruit and train disaster responders, and teach health and safety classes;
- faith-based programs that provide literacy and English as a Second Language training for low-income adults, reading improvement for homeless elementary school-age children, or teach and model social skills to children;
- programs where members provide community disaster/emergency preparedness education and training to individuals, families, and community organizations (secular and faith-based);
- programs where members recruit volunteers to help restore and revitalize degraded urban watersheds;
- full-time service programs run by faith-based organizations, youth corps, or other entities; and
- professional corps programs that recruit and place qualified AmeriCorps members in positions as teachers, nurses, doctors, police officers, lawyers, architects, engineers, or other professionals helping to meet critical needs in communities with inadequate numbers of such professionals.

To learn about a number of programs focusing on different issue areas, visit our web site at [www.americorps.org](http://www.americorps.org).

**Attachment H**  
**What You Should Know**  
**About Designing An AmeriCorps Program**

Your program should provide opportunities for your community to define and solve its problems. Successful applicants are able to demonstrate that their program or the service offered builds the capacity of nonprofit organizations to meet community needs and provides a benefit that the community values.

AmeriCorps provides a variety of specific and identifiable services to communities. For example, your program may use AmeriCorps members to organize volunteers to renovate low-income housing or build a playground in a vacant lot. You may engage members in human service projects such as tutoring or mentoring and recruit local volunteers to do so. Members may clean up streams or restore urban parks along side community residents. AmeriCorps members may help recruit, support, and manage community volunteers who support homeland security. Members may perform a wide variety of activities to enhance the capacity of the nonprofit organization in which they serve to meet community needs, including raising funds for approved projects, conducting research to maximize the impact of the organization, and providing support to staff in carrying out critical functions.

We will assess your program on the substance of what you propose to do. You need to demonstrate the relationship of the proposed activity with AmeriCorps members to the objectives you hope to accomplish.

**Needs and Service Activities**

In meeting local community needs, AmeriCorps continues to support a wide variety of activities in the attest, issue areas of education, environment, public safety, and other human needs. As discussed in more detail below, homeland security has been added as a fifth AmeriCorps issue area. Also discussed below are new expectations for literacy and tutoring programs that operate using AmeriCorps members.

We continue to make children and youth a priority that cuts across our programs and activities.

AmeriCorps programs provide a variety of specific and identifiable services that address community needs. In the past, performing direct service activities such as tutoring children, building houses, or delivering meals to homebound seniors has been the primary focus of AmeriCorps members' service. However, AmeriCorps is now increasing its emphasis on capacity-building activities such as volunteer recruitment and management, which also play an important role in addressing community needs and ensuring the sustainability of activities that AmeriCorps supports. Direct service and capacity-building activities are both integral strategies for effective national service programs.

## **Literacy and Tutoring Programs**

The National Reading Panel, which issued its report in 2000, noted:

“...too many children struggle with learning to read. As many teachers and parents will attest, reading failure has enacted a tremendous long-term consequence for children’s developing self-confidence and motivation to learn, as well as for their later school performance.”

“While there are no easy answers or quick solutions for optimizing reading achievement, an extensive knowledge base now exists to show us the skills children must learn in order to read well. These skills provide the basis for sound curriculum decisions and instructional approaches that can help prevent the predictable consequences of early reading failure.”

President Bush has made child literacy a national priority. He proposed, and signed into law, a comprehensive, bipartisan plan, known as the No Child Left Behind Act, to improve overall student performance in the Nation’s schools. One key element of this plan is to support reading instruction built upon research-based methods that work to ensure that every child in public schools reads at or above grade level by third grade.

Consistent with this national priority, a significant percentage of national and community service programs designed by local communities assist children in learning to read.

In 2003, successful applicants conducting tutoring programs will be those that demonstrate that their activities occur in sites that incorporate scientifically-based approaches<sup>1</sup> to reading. Specifically, successful applicants proposing tutoring activities will address the following:

### **1. Curricula**

Your application should describe curricula and tutoring strategies that are *scientifically-based* and include the five components of reading and reading instruction identified by the *National Reading Panel* **OR** demonstrate that the activities you conduct are part of a program in a school under the No Child Left Behind Act that provides individuals with systematic instruction and practice in the five basic reading components.

### **2. Tutor training**

Tutor training should take place both before and during service and give tutors the skills and knowledge to support students’ learning of the specific components of reading addressed in the report of the National Reading Panel.

Your application should show how these reading components are incorporated into tutor training. Programs may also, where appropriate, demonstrate school site participation in

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<sup>1</sup> For information about the five basic reading components, scientifically-based reading instruction, and the National Reading Panel, see <http://www.ed.gov/offices/OESE/readingfirst/publications.html> and <http://www.nwrel.org/learns>.



training design and implementation and/or evidence of linkages between the instructional program of the tutee's school district and content of tutoring sessions conducted after school.

### **3. Outcomes**

Your application should identify student achievement goals and show links between program objectives, tutoring activities, tutor training, and proposed strategies for achieving these goals. Applicants should address the approach they will use to measure outcomes.

### **4. Standards for Tutors**

Your program should identify any standards that you propose to use to qualify individuals as tutors. For example, some programs may screen individuals through a qualifications test; others may require enrollment in, or completion of, a reading course. Still others may require demonstration of certain academic skills, such as completing at least two years of college. During the coming year, the Corporation plans to work with organizations and programs to set standards for tutors.

The Corporation will work with successful applicants to provide training and support to achieve effective tutoring programs and to maximize their impact on the individuals being served.

As you develop your application, we encourage you to examine information about best practices provided at <http://www.ed.gov> and <http://www.nwrel.org/learns>.

The Corporation recognizes that there are a wide variety of literacy activities being conducted by AmeriCorps programs, ranging from book drives to one-to-one tutoring programs. The above expectations apply only to those applicants engaged in tutoring or reading instruction in schools and related institutions such as nonprofit organizations running after-school programs.

### **Homeland Security**

In a speech at the Centers for Disease Control in November 2001, President Bush specifically charged the Corporation with "creating new opportunities within the AmeriCorps and Senior Corps programs for public safety and public health efforts." This charge reflects the long experience of national service programs in responding to natural disasters, working in public health, or helping to ensure public safety—all skills that are directly relevant to securing communities in the face of terrorist threats.

For 2003, the Corporation has designated homeland security as a major issue area on par with the environment, education, public safety, and other human needs for which you may apply for funding. We define homeland security as appropriately engaging citizens and communities in preparedness and response to acts of terrorism and other disasters. Homeland security includes programs that support public safety, public health, or disaster preparedness and relief.

How do homeland security programs differ from other AmeriCorps public safety, public health, and disaster preparedness and relief programs? While many of the day to day activities may be similar, homeland security programs also focus on preparing communities to be able to

prevent, mitigate, prepare for, and respond to acts of terrorism or other disasters that breach the security and safety of their citizens. Applications submitted under this issue area should include evidence of organizing, training, and preparing people for homeland security disasters or emergencies.

The best defense is a strongly interconnected community that is able to handle a disaster or an act of terrorism. Therefore, we encourage you to partner with as many organizations and groups as possible within your community, including your Citizen Corps Council. Where such councils may not formally exist, consider partnering with organizations performing similar functions such as the local VOAD (Voluntary Organizations Active in Disaster) or other organizations that have experience in preparing for or responding to disasters or major emergencies such as the local, county, or state emergency management offices, fire, or police departments.

**Examples of homeland security include programs that:**

- mobilize volunteers to assist first responders such as police departments, fire departments, and other agencies involved in public security;
- provide support for professional or volunteer fire departments, including a range of administrative duties, fire prevention and outreach, public education, and emergency response;
- organize, conduct, and support community-based immunization programs related to bio-terrorism public health concerns;
- develop materials, identify resources, and educate the public to build awareness of and readiness for both natural disasters and intentional criminal/terrorist attacks;
- provide immediate support to relief agencies responding to a disaster. Services may include relief of rescue workers, search and rescue, first aid, coordination of emergency supplies, and establishment of communication links for relief workers;
- organize communities to identify and respond to crime through existing community organizations, law enforcement, schools, institutions of higher education, and the business community. Such programs may conduct needs assessments and identify resources to support improvements, such as the creation of Neighborhood Watch programs; and
- support long-term recovery efforts associated with the impact of disasters while providing periodic training for preparedness and response to homeland security emergencies.

The above serve as a small number of examples. Local communities are in the best position to determine appropriate strategies for integrating service and volunteering into homeland security efforts. For more information about Citizen Corps, visit its website at: [www.citizencorps.gov](http://www.citizencorps.gov). If you wish to see descriptions of homeland security programs the Corporation approved for funding in 2002, you may find them on our website: [www.nationalservice.org](http://www.nationalservice.org).

**ATTACHMENT I**  
**Beale Codes and County-Level Economic Data**

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**Rural Community**

**Beale codes** are published by the U.S. Department of Agriculture and are used to classify counties as being more urban or more rural. Counties are designated on a scale from one to nine according to the following descriptions:

2003 Beale Codes		
Code#	Metropolitan Type	Description
1	Metropolitan	Counties in metro areas of 1 million population or more
2	Metropolitan	Counties in metro areas of 250,000 to 1 million
3	Metropolitan	Counties in metro areas of fewer than 250,000
4	Non-metro	Urban population of 20,000 or more, adjacent to a metropolitan area
5	Non-metro	Urban population of 20,000 or more, not adjacent to a metropolitan area
6	Non-metro	Urban population of 2,500 to 19,999, adjacent to a metropolitan area
7	Non-metro	Urban population of 2,500 to 19,999, not adjacent to a metropolitan area
8	Non-metro	Completely rural or less than 2,500 urban population, adjacent to a metropolitan area
9	Non-metro	Completely rural or less than 2,500 urban population, not adjacent to a metropolitan area

Any program located in a county with a Beale code of 6, 7, 8, or 9 is eligible *to apply* for the alternative match.

## **Attachment J**

### **Severely Economically Distressed Community**

The following table provides the website addresses where the publicly available information on county-level economic data including per capita income, poverty rate, and unemployment levels can be found.

WEBSITE ADDRESS	EXPLANATION
<a href="http://www.econdata.net">www.econdata.net</a>	<b>Econdata.Net:</b> This site Links to a variety of social and economic data by states, counties and metro areas.
<a href="http://www.bea.doc.gov/bea/regional/rei">www.bea.doc.gov/bea/regional/rei</a>	<b>Bureau of Economic Analysis' Regional Economic Information System (REIS):</b> Provides data on per capita income by county for all states except Puerto Rico.
<a href="http://www.census.gov/hhes/www/saipe/index.html">www.census.gov/hhes/www/saipe/index.html</a>	<b>Census Bureau's Small Area Poverty Estimates:</b> Provides data on poverty and population estimates by county for all states except Puerto Rico.
<a href="http://www.census.gov/main/www/cen2000.html">www.census.gov/main/www/cen2000.html</a>	<b>Census Bureau's American Fact-finder:</b> Provides all 1990 and 2000 census data including estimates on poverty, per capita income and unemployment by counties, states, and metro areas including Puerto Rico.
<a href="http://www.bls.gov/lau/home.htm">www.bls.gov/lau/home.htm</a>	<b>Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS):</b> Provides data on annual and monthly employment and unemployment by counties for all states including Puerto Rico.
<a href="http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/">http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/</a>	<b>US Department of Agriculture's Rural-Urban Continuum Codes (Beale codes):</b> Provides urban rural code for all counties in US.

## **Attachment K**

### **Frequently Asked Questions About National and Community Service and Faith-Based Organizations**

**Are faith-based organizations eligible to receive Corporation grants and sponsor national service programs?** Yes. Under the national service legislation, private nonprofit organizations -- both secular and faith-based -- are eligible to receive grants and sponsor national service programs. In fact, the National and Community Service Act explicitly defines a private nonprofit organization to include "a church or religious entity."

**What prevents Corporation assistance to faith-based organizations from advancing religion in violation of the Establishment Clause?** There is a distinction between inherently religious practices by a faith-based organization, which the government may not fund, and national service activities by participants which take place at the sponsoring organization. Corporation assistance may not be used for religious instruction, religious worship, or religious proselytization. In addition, national service programs must be open to participants regardless of their religion

**What restrictions apply to national service participants serving with faith-based organizations?** National service participants may not give religious instruction, conduct worship services, or proselytize.

**How do these rules apply to the hiring practices of faith-based organizations?** Under the national service legislation, an organization may not discriminate on the basis of religion in hiring an employee who is paid with Corporation funds. However, faith-based organizations remain exempt from Title VII coverage (and therefore may consider religion) in employing staff members who are supported by private funds and staff members who, although supported by Corporation grant funds, were employed with the faith-based organization prior to the grant award.

**How does the national service legislation compare to the "Charitable Choice" statutory provisions?** Both clearly contemplate the involvement of faith-based organizations in federally-supported programs meeting community needs. Charitable Choice provisions include a more explicit Congressional statement encouraging the involvement of faith-based organizations in the delivery of services in communities, contain broader protections of the hiring prerogatives of faith-based organizations, and also go into more detail about safeguards to protect both the religious character of faith-based organizations and the religious freedom of program beneficiaries.

### **Frequently Asked Questions About: Recruiting AmeriCorps Members From The Perspective of a Faith-Based Organization**

**Would the fact that our organization's mission statement includes a reference to Jesus Christ affect our eligibility to sponsor or host an AmeriCorps member?** No; the key issue is whether your proposed service activities are appropriate for AmeriCorps and your mission statement is not relevant to that issue.

**If our mission statement includes a reference to Jesus Christ, may we make adherence to, or concurrence with, our mission statement a condition for acceptance of our AmeriCorps members?** No, because that would constitute a religious qualification on AmeriCorps members and exclude non-Christians from your program on the basis of religion.

**But what about the rights of religious organizations to consider religion in hiring staff?** While you may be permitted to consider religion in hiring individuals as staff for your organization, under the national service legislation, AmeriCorps members are not considered employees of the organizations to which they are assigned. In fact, participation in AmeriCorps must be open to individuals regardless of religion.

**What are some other things that might constitute impermissible religious qualifications on AmeriCorps members?** Impermissible religious qualifications might include: Requiring AmeriCorps members to belong to a particular religious group or adhere to a particular religious belief; requiring a letter of reference from a clergy member or other religious leader; Requiring a background of service in a faith-based setting.

**Are we prohibited from asking about a person's religious background?** Because an individual's religious affiliation or beliefs are not an appropriate criteria for screening potential AmeriCorps members, you should not require this information as part of your screening process. You may, however, invite potential AmeriCorps members to provide references from a wide range of sources, including religious leaders. And you may ask potential AmeriCorps members to describe their background in service, including service with faith-based organizations.

**If we can't ask about a member's religious beliefs, how can we make sure the member will not undermine our program?** You may enforce a code of conduct or develop a position description that includes requirements that will ensure the integrity of your program. For example, you may make it a requirement that members treat your program's clients with honesty, respect, and compassion, or you may adopt a dress code that requires professional attire. In other words, as long as you avoid religious qualifications you have discretion to design your program in a way that meets your objectives.

**Can we identify ourselves as a faith-based organization and ask potential members if they have any reservations about serving with us?** Yes, you may ask potential members if they would have any problem serving with your agency based on your identity as a faith-based organization.

**Can we focus our member recruitment in the community in which our program is located?** Yes, you may actively seek members from the community in which your program is located.

**May AmeriCorps members engage in religious activities on their own time?** Yes, the requirement that AmeriCorps service not include religious instruction, worship, or proselytization does not restrict what individuals may do on their own time. It's important to document (through contemporaneous time sheets and the end of term certification) that the time credited towards the AmeriCorps education award only includes permissible activities.

## **Attachment L**

### **Developing AmeriCorps Members**

Through AmeriCorps, members develop additional skills, gain valuable experience, and receive education awards that they can use to repay qualified school loans or for future education.

To help ensure that members are prepared for and benefit from their service, applicants are required to include plans for member recruitment and training in their applications. You should address elements such as civics training, skills training related to performing service activities, leadership opportunities, and other training necessary for a program to have a positive impact on members. Much of the training is typically achieved through use of service-learning principles. Further, we anticipate that the training will reflect the unique nature of your program and be appropriate for the age, skill level, and other differences in the backgrounds of the members.

By the end of their term of service, AmeriCorps members should:

- understand and be able to participate effectively in American democracy;
- discuss and explore their community and the people, processes, and institutions most effective in improving community conditions;
- help plan effective service projects that respond to real community needs and emergencies;
- foster within themselves and others positive attitudes regarding the value of lifelong citizenship and service for the common good;
- have new or increased existing life and/or employment skills; and
- gain a greater appreciation and understanding of what it means to be an American, including an appreciation and understanding of those of different backgrounds.

Subgrantees are responsible for recruiting members. The Corporation has developed and implemented an on-line recruitment system to assist grantees. You are required to supplement your recruitment efforts by using this nationwide on-line recruitment system so as to maximize opportunities for Americans who want to participate in national and community service.

The Corporation has recently developed new plans for expanding training resources available to programs, and we anticipate implementing this strategy over the next several years. Check our website at [www.nationalservice.org](http://www.nationalservice.org) for the latest information.

The following elaborates on key elements of member development.

### **Citizenship**

The National and Community Service Act of 1990, as amended, has as one of its basic purposes to “renew the ethic of civic responsibility and the spirit of community throughout the United States.” By serving their communities in AmeriCorps, individual members are demonstrating a critical component of citizenship recognized by President Bush in recent

remarks proclaiming September 17 as Citizenship Day: “Citizenship not only involves a commitment to our Nation but also to our neighbors and those in need.”

Last year the Corporation, in partnership with a number of programs across the country, tested the impact of two curricula. The two sets of curricula were:

- *By the People*, developed by the Center for Democracy and Citizenship at the Humphrey Institute of Public Affairs at the University of Minnesota. *By the People* was designed to introduce AmeriCorps members and staff to a set of civic concepts that give a broader context to service and also a set of civic skills to help members serve more effectively.
- *A Guide to Effective Citizenship Through National Service*, developed by the Constitutional Rights Foundation. By linking citizenship to the mission of AmeriCorps, the *Guide* helps members develop the connections between their sense of themselves and their value to the community. The *Guide* provides tools for integrating active citizenship into the AmeriCorps experience through interactive sessions.

During the coming year we will modify these curricula, test them further, and disseminate materials as part of the enriched civics training program mentioned above. As part of this program, we will distribute, to every AmeriCorps member, a selection of basic documents, such as the Declaration of Independence and the Constitution, which set out our democratic principles and invite us to reflect on who we are as a nation and why service is vital to our communities and to our nation. We expect that programs will incorporate these and other documents in the training and service experiences provided for members. Please check our website at [www.nationalservice.org](http://www.nationalservice.org) for the latest information concerning the availability of these materials.

As we develop an enhanced civics training program for programs to adopt or adapt, AmeriCorps programs will continue to have flexibility to determine the specific methods and materials to be used to conduct civics training. See “Citizenship Goals for AmeriCorps Members”, on page 44, for a more detailed description of the citizenship goals for AmeriCorps members.

### **Training Related to your Service Activities**

Successful applicants will ensure training is provided for the activities that members will conduct. For example, recruiting and managing volunteers requires certain skills that need to be developed. An individual raising funds for a particular project should have access to others with demonstrated skills in these areas. Whether your activities involve tutoring children in reading, housing provision and improvement, or neighborhood/ community enhancement, members need to learn the basic skills and technical information associated with good practice before they perform service.

### **Leadership Opportunities**

We encourage programs to build member leadership capacity by providing opportunities for members to coordinate activities, recruit volunteers, and serve in team leader capacities in their programs. The Corporation also provides materials and support to help you structure such leadership opportunities. You may address leadership opportunities in the member



development section of the application. Please note, however, that you may not assign members as the legal supervisors of other members.

### **Supervision, Training and Education**

The experiences of local programs across the country verify that successful member development depends upon proper supervision, training, and education. Successful applicants will be those that provide members with the supervision, training, skills, and knowledge they need to perform their tasks. Successful applicants will also give members the background information they need on the community in which they are serving and help them understand the community's need for a specific service or project. You may also provide specific training in a particular field to your members if appropriate. This includes training and education that allows members to explore career possibilities in areas such as child development, teaching, public health, or public safety. Where appropriate, we encourage you to train members in conflict resolution and communication skills. Your program is required to have a qualified supervisor to provide members with regular and adequate oversight.

### **Support Services**

Our legislation requires that you support members who are school dropouts in earning the equivalent of a high school diploma. We encourage you to provide all members who are completing a term of service with information about education and career opportunities.

### **Diversity**

Your program builds strong communities when it engages members and staff from different backgrounds in common service. You should actively seek to include members and staff from the communities where your project operates, as well as men and women of various faiths, races, ethnicities, education levels, socio-economic backgrounds, and physical and mental abilities. In assessing whether your program meets this criterion, we will take into account that your program objectives might require you to recruit members and staff who share a specific characteristic or background. Please note, however, that your program cannot violate the non-discrimination, non-duplication, and non-displacement rules that govern member and staff selection.

### **Disaster/Emergency Preparedness**

AmeriCorps members as a group are one of the country's largest service providers. In times of national disaster or local emergencies, this resource can be collectively mobilized to provide critical support to local communities. As a result, we encourage you to train members, where appropriate, in disaster/emergency preparedness and cardiopulmonary resuscitation (CPR).

## **CITIZENSHIP GOALS FOR AMERICORPS MEMBERS**

A successful applicant will provide training and use the service experience to help members acquire the knowledge, skills, and attitudes needed to be active citizens of communities--local, state, and national. This primarily means enhancing members' understanding of how our democracy works and the value of their playing an active role in it.

Citizenship goals for AmeriCorps programs to consider adopting for their members are to:

- foster within themselves and among their team members positive attitudes regarding the value of lifelong citizenship and service for the common good;
- discuss and explore their community and the people, processes, and institutions that are most effective in improving community conditions;
- enhance their ability to plan effective service projects that respond to real community needs; and
- develop the social, cultural and analytical skills necessary to effectively participate in American democracy.

In achieving these goals, programs could assist AmeriCorps members in attaining the following educational outcomes:

### **Knowledge**

Members will:

- recognize the variety of characteristics and actions of effective, participating citizens;
- identify and describe the community in which they live;
- understand and be capable of explaining the role and importance of the voluntary sector in our nation;
- understand and be capable of explaining how the principles set out in the Declaration of Independence, and the Preamble to the Constitution, are related to the voluntary sector;
- identify, define, and describe local problems and their connection to problems on the state and national levels; and
- discuss and explore the variety of ways an individual can help solve community problems.

### **Skills**

Members will:

- process and evaluate information for objectivity, accuracy, and point of view;
- apply information to effective efforts to help solve social problems;
- assess the consequences of and appropriate context for personal action;
- further develop and use critical-thinking skills and ethical reasoning to make informed and responsible decisions;
- further develop and use verbal and written communication skills to convey ideas, facts and opinions in an effective and reasonable manner;
- work cooperatively with others and develop effective teambuilding practices;
- effectively advocate individual and shared interests; and
- assess and apply their AmeriCorps experiences for future educational or professional development.

### **Attitudes**

Members will:

- respect what we have in common as Americans;
- recognize and respect the different backgrounds of Americans;

- develop a sense of personal efficacy;
- understand that rights and freedoms require accepting civic responsibilities; and
- foster within themselves the value of service, the importance of continued involvement in the community, and attachment to the principles of freedom and equality on which our nation rests

## **Attachment M**

### **2010-2011 AmeriCorps Member Definitions Grid**

<b>Member Category</b>	<b>Benefits provided by Grantee</b>	<b><u>MSY</u></b>
1700+ Hour Full-Time AmeriCorps Member  (9-12 months of service)	<ul style="list-style-type: none"> <li>• Stipend of \$11,800 (minimum)</li> <li>• Education Award of \$5,350</li> <li>• Eligible for Health Insurance</li> <li>• Eligible for Child Care</li> <li>• FICA</li> <li>• Workers Compensation</li> <li>• No more than 340 hours of training per year</li> <li>• No more than 170 hours of fundraising per year.</li> <li>• Full Uniform</li> </ul>	1 MSY
900+ Hour Part-Time AmeriCorps Member  (6-12 months of service)	<ul style="list-style-type: none"> <li>• Stipend of \$5,900 (calculated at .50 of 1 MSY Amount)</li> <li>• Education Award of \$2,675</li> <li>• FICA</li> <li>• Worker's Compensation</li> <li>• No more than 180 hours of training per year</li> <li>• No more than 90 hours of fundraising per year</li> <li>• Full Uniform</li> <li>• Eligible for Health Care if serving in a full-time capacity for six weeks or more.</li> <li>• Eligible for Childcare if serving in a full-time capacity for six weeks or more.</li> </ul>	.50 MSY
450+ Hour Quarter Time AmeriCorps Member  (Up to 12 months of service)	<ul style="list-style-type: none"> <li>• Stipend of \$3,127(calculated at .2646 of 1 MSY Amount)</li> <li>• Education Award of \$1,415</li> <li>• FICA</li> <li>• Worker's Compensation</li> <li>• No more than 90 hours of training per year</li> <li>• No more than 45 hours of fundraising per year</li> <li>• Uniform</li> <li>•</li> </ul>	0.265 MSY
300 Hour Minimum Time AmeriCorps Member  (Up to 12 months of service)	<ul style="list-style-type: none"> <li>• Stipend of \$2,502(calculated at .212 of 1 MSY Amount)</li> <li>• Education Award of \$1,132</li> <li>• FICA</li> <li>• Worker's Compensation</li> <li>• No more than 60 hours of training per year</li> <li>• No more than 30 hours of fundraising per year</li> <li>• Uniform</li> </ul>	0.212 MSY
<b>Education Award Only (EAO) Members</b>		
900+ Hour Educational Award Only (EAO) Part Time AmeriCorps Member  (Up to 12 months of service)	<ul style="list-style-type: none"> <li>• NO STIPEND OR RELATED BENEFITS IN THE GRANT BUDGET</li> <li>• Education Award of \$2,675</li> <li>• No more than 180 hours of training per year</li> <li>• Uniform</li> </ul>	.50 MSY

450+ Hour Educational Award Only Quarter Time AmeriCorps Member  (Up to 12 months of service)	<ul style="list-style-type: none"> <li>• NO STIPEND OR RELATED BENEFITS IN THE GRANT BUDGET</li> <li>• Education Award of \$1,415</li> <li>• No more than 90 hours of training per year</li> <li>• Uniform</li> </ul>	.265 MSY
300+ Hour Educational Award only Minimum Time AmeriCorps member (typically used with work-study)  (Up to 12 months of service)	<ul style="list-style-type: none"> <li>• NO STIPEND OR RELATED BENEFITS IN THE GRANT BUDGET</li> <li>• Education Award of \$1,132</li> <li>• No more than 50 hours of training per year</li> <li>• Uniform</li> </ul>	.212 MSY

**Attachment N**  
**Creating A New Application In eGrants**

After creating an eGrants account and password, please use the following sequence of steps to create a new application.

1. After logging in, on eGrants front page, select **New** under **Creating an Application**.
2. On the next screen, **Selecting a NOFA**, select **AmeriCorps** and click on the **GO** button.
3. On the next screen, **Selecting a NOFA**, scroll down and select **Commission AmeriCorps State FY2010**; on the bottom right of the screen click on the **NEXT** button.
4. On the next screen, click on the following link: **No, I am sure I want to apply for a new Grant**.
5. On the next screen, **NOFO Information**, choose **Arizona** in the drop-down menu of states and then choose the only Prime Application Identification Number available, **10AC116153**.
6. Finally, you will have navigated to the first screen of the application: **Start A New Grant Application**.
7. Remember to save your work often!

**END OF SOLICITATION**  
**AC-VSG-11-1273-00**